FALKIRK COUNCIL

Driving At Work Policy

May 2018
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1. **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” and includes driving Council owned and employee owned vehicles whilst on Council business. The Council is committed to ensuring best practice to minimise the risks associated with workplace transport.

This policy and procedure provides a corporate framework for the management of activities involving workplace transport and travel. The policy ensures compliance with relevant legislation ensuring safe working practices and efficiency whilst supporting employees who are required to drive and/or travel between locations as part of their day to day duties.

2. **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.

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.

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 using Council pool vehicles or their own vehicles on Council business and/or
- Individuals from voluntary or approved organisations permitted to use Falkirk Council vehicles as nominated drivers.

3. **MANAGEMENT SYSTEMS & PROCEDURES**

3.1 **Use of Vehicles on Council Business**

It is recognised that Falkirk Council requires designated drivers to drive Council vehicles and also requires employees to travel between locations to undertake their duties or attend business meetings.

Employees who require travel between locations to better perform their duties, should actively consider alternative and more efficient ways of carrying out Council business. The Travel Hierarchy (Appendix 1) provides options for this, for example:

- use a telephone or conference calling facilities
- use video conferencing
- walk or cycle to the meeting
- meet at a central location to minimise travel
- use of public transport
• car sharing
• use of a pool car – electric or petrol

Where a face to face meeting is required, then a pool car must be used in the first instance, unless it impractical or inefficient to do so. Pool cars must only be used for Council business and must not be taken home without prior agreement of the service manager.

If a situation arises when a pool vehicle is not available, employees will be able to drive their own car (if they are willing) and be reimbursed at the current HMRC rate, which will be subject to the line manager’s approval.

All relevant employee checks as noted below must be completed before any pool car can be requested or driven, or before an employee can use their own car for council business. Employees driving council vehicles including car pool vehicles must also sign the Drivers Code of Conduct.

In emergency situations a taxi can be requested using the Council’s taxi supplier and must be approved by the service manager in advance.

Each Service will be responsible for pool car bookings, accessed via an Outlook calendar. Bookings will be co-ordinated by the Business Support Team. The pool vehicle booking operators may on occasion, be able to over-ride existing non-essential bookings to accommodate an emergency urgent or more cost effective booking.

The use of pool vehicles will be monitored via the vehicle tracker system and booking systems and the usage will be reported monthly to Services to ensure that their use is maximized for Council business. Any misuse will be reported to service users management team and if appropriate, disciplinary action taken against those who misuse the vehicles.

3.2 Recruitment

Where a post involves driving Council vehicles, before offering employment, managers must ensure that satisfactory pre employment checks have been completed. This includes obtaining references on suitability to drive along with necessary medical checks and checking driving license documentation.

Medical checks
In addition to the normal pre-employment medical questionnaire, an additional questionnaire will issued by OH to all Group 2 licence holders (see section 3.3 below), which will require validation by the applicant’s GP. The applicant cannot be formally offered the post or commence work until the GP/Occupational Health have provided full clearance.

Driving Licence Documentation
Managers must ensure that driving licences are checked for the type of vehicles to be driven on Council business. This should be clearly recorded on the recruitment checklist. In addition, the Authorisation to Drive process (as per section 3.3 below) should be completed on appointment and annually thereafter.
3.3 Authorisation to Drive

All employees who drive on Council business must, on appointment and on an annual basis thereafter, be authorised to drive by their manager. This includes those designated as drivers, drivers of fleet vehicles, drivers of car pool cars, 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 their eyesight meets the requirements set out in the Highway Code (rule 92);
- The employee has a current driving licence appropriate to the type of vehicle to be driven. There are 2 classifications of driver licence as indicated below:
  
  o Group 1* – includes cars and motorcycles
  o Group 2 – includes large lorries (category C) and buses (category D).

  Age Limit: Group 2 licences to drive lorries (Category C) or buses (category D) are normally issued to people over 21 and are valid until the age of 45. From the age of 45 they are renewable every 5 years until the age 65, and then they are renewable annually without an upper age limit. Shorter licences may be issued for medical reasons.

  * Note: Drivers who were awarded a Group 1 category B (motor car) licences before 1st January 1997 have additional entitlement to categories C1 (medium-sized lorries, 3.5T to 7.5T) and D1 (minibuses, 9 to 16 seats, not for hire or reward). Drivers with this entitlement retain it only until their licence expires or it is revoked for medical reasons.

- The employee has no driving convictions which would prevent him/her from driving at work;
- Where the employee is using their own vehicle, they have appropriate vehicle insurance for business use and a current MOT Certificate is held for the vehicle to be driven.

The manager must ensure that every employee or volunteer who drives on Council business/vehicles seeks authorisation by completing an “Authorisation to Drive at Work” form (Appendix 2) on an annual basis. On receipt, the manager should check and authorise the completed form and the original form should be filed in docstore.

3.4 Medical Conditions & Fitness to Drive

Anyone with a medical condition likely to cause a sudden disabling event at the wheel, or who is unable to control their vehicle safety, for any other reason, MUST NOT DRIVE.

Drivers (all license types) have a duty to:
• Notify the DVLA of any injury or illness that would have a likely impact on safe driving ability;
• Respond fully and accurately to any requests for information from either the DVLA or healthcare professionals;
• Comply with the requirements of the issued licence, including any periodic medical reviews indicated by the DVLA;
• Adhere, with ongoing consideration of fitness to drive, to prescribed medical treatment, and to monitor and manage the condition and any adaptations.

The DVLA publishes a full list of all symptoms that must be reported: https://www.gov.uk/health-conditions-and-driving. These symptoms fall into the following main categories, but are not limited to the list noted below. All Drivers must be familiar with all reportable conditions and symptoms and take advice from their GP on referral to DVLA as necessary:

- Neurological
- Cardiovascular disorders
- Diabetes mellitus
- Psychiatric disorders
- Drug or alcohol misuse and dependence
- Visual disorders
- Renal and respiratory
- Miscellaneous conditions

3.4.1 Driver takes unwell
Where a driver suffers from a temporary short term blackout or a period of nausea/dizziness or other medical condition that affects the employee’s ability to drive, this must be reported to their line manager immediately. The manager must refer the employee to Occupational Health providing all available information. As part of this process, OH will request information from the employee’s GP who will advise as to whether the employee is fit to drive.

Where a vehicle accident occurs or there is damage to a Council vehicle, the driver will be invited to a meeting as soon as possible with the manager to ascertain the circumstances of the incident/accident. Where the incident involves an instance of blackout, dizziness or the side effects of medication or there is concern that the incident has been impacted by an underlying medical condition, then the manager must refer the employee to Occupational Health providing all available information.

The Manager will temporarily remove the employee from driving Council vehicles to allow time for the matter to be further assessed. If there is a medical condition that affects the employee’s ability to carry out driving duties, redeployment in line with the Capability Policy and Redeployment Policy may be considered. The manager should seek advice from HR and arrange to meet with the employee to discuss the issues and options available.

Any removal from duties must be confirmed in writing. Further advice can be provided from HR on this matter. The driver cannot return to driving duties, until their GP, via OH, has confirmed fitness to drive.
3.4.2 **Sickness Absence**
Where an employee is absent from work, their manager must undertake a return to work interview completing appropriate paperwork. The return to work interview provides an opportunity to explore if the reason for absence could impact or affect their ability to drive.

Where a medical condition is identified which may impact on the individual’s ability to drive, the Manager should temporarily remove the employee from driving Council vehicles to allow time for the matter to be further assessed. A referral to Occupational Health may also be required to ascertain fitness to drive. If there is a medical condition that affects the employee’s ability to carry out driving duties in the longer term, redeployment in line with the Capability Policy and Redeployment Policy may be considered. The manager should seek advice from HR and arrange to meet with the employee to discuss the issues and options available. Any removal from duties must be confirmed in writing. Further advice can be provided from HR on this matter. The Driver cannot return to driving duties, until their GP has confirmed fitness to drive.

3.4.3 **Driver is diagnosed with a Medical Condition/Medications**
All drivers have a legal duty to inform DVLA if they are suffering from a medical condition that makes it unsafe for them to drive. In all circumstances, the employee must report any relevant condition to the DVLA and where appropriate surrender their licence (https://www.gov.uk/health-conditions-and-driving). Employees must ensure that managers are kept advised of any condition or medication that may impact on their ability to drive.

As indicated, medication may also have a detrimental impact on the employee’s ability to drive. Employees must discuss the impact of medication with their GP and advise their manager of any medications that could affect their ability to drive. Where the GP has advised that the medication may impact on driving, the employee MUST NOT DRIVE (see advice above if an employee is required to be removed from driving duties).

3.4.4 **Age Related Medicals: Group 2 Drivers**
The law requires medical checks at different frequencies, subject to age, to ensure continued fitness to drive Group 2 vehicles (See section 3.2).

DVLA will inform the employee that they are required to undertake a medical examination (to be undertaken by the employee’s GP). The driver is responsible for making an appointment with their GP and ensuring that the check is completed and sent to DVLA within the required timescales. The medical examination must be completed at least 4 months prior to the application date for the new licence.

The employee will inform their manager that their medical is required to be carried out.

The manager will provide a medical clearance form to the employee for completion (Appendix 3). Managers must ensure that the medical clearance is received within the required timescales for each driver and that systems are in place to ensure future medical requirements are monitored and checked within the required timescales. Any concerns over timescales must be raised with the employee.
The GP will complete the DVLA D4 form (although an Optician can complete the vision section). If the result of the Medical examination from the GP identifies any health issues that are reportable to the DVLA, then the employee must notify the DVLA immediately. The employee will ensure that the GP completes the medical clearance form (Appendix 3) and then return this to their manager for approval. This will be held on the employees file for future reference.

Paid time off will be provided to attend the medical. Any charge from the GP for the medical will be repaid as expenses to employees on production of an appropriate receipt.

The manager should obtain a copy of the employee’s new driving licence.

3.4.5 Restrictions/Withdrawal of Licence
Where an employee has been contacted by the DVLA and has had amendment to their licence, or withdrawal of their driving licence they MUST notify their manager immediately.

The relevant manager will temporarily remove the employee from driving to allow time for the matter to be further assessed. If there is a medical condition that affects the employee’s ability to carry out driving duties, redeployment in line with the Capability Policy and Redeployment Policy may be considered. The manager should seek advice from HR and arrange to meet with the employee to discuss the issues and options available. Any removal from duties must be confirmed in writing. Further advice can be provided from HR on this matter. The driver cannot return to driving duties, until the GP has confirmed fitness to drive.

3.5 Qualifications, Training & Competence Assessment
Managers must ensure that all employees designated as ‘drivers’ receive the appropriate level of review of their competence. The competence assessment, training and qualifications required will be determined by the individual's driver's role, the vehicle which they drive and the frequency of the requirement for them to drive 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 Vehicles (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.

In addition to this, LGV crew cab team members will be provided with basic training to be able to effect emergency control of their vehicle if required.

Relevant vehicle familiarisation sessions can be provided to employees driving pool car vehicles. This will be provided by Fleet Services.

3.6 Risk Assessment
Managers are responsible for making sure that appropriate risk assessments are undertaken for driving and reviewed regularly. These assessments should cover the following areas of work-related road safety:
• **Drivers**
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 4.

• **Use of Vehicles**
Where the activities of the task using a vehicle may result in increased risk to other road users as a result of the ongoing work, suitable procedures must be available which should include specific risk assessments covering:

- Employees e.g work on road verge, road side collections etc;
- Other road users e.g. lane closures;
- Pedestrians on the route e.g. refuse collection;
- Use of specialist vehicles e.g. roads, grounds maintenance;
- Use of hazardous equipment e.g. Augers.

In relation to refuse collection activities, it is also important that individual route risk assessments are undertaken and reviewed as per Appendix 5.

• **Premises**
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:

- Premises vehicle movement Risk Assessment – Routine Premises Appendix 7(a)
- Workplace Transport Risk Assessment – Complex Premises Appendix 7(b)

3.7 **Purchase/Lease/Hire of Vehicles**
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 in line with the Fleet Management Plan. 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.
Fleet Services will be responsible for purchasing car pool vehicles and allocating these to Services.

3.8 Maintenance & Servicing Of Vehicles

All Council vehicles and ancillary equipment and other vehicles used on Council business require to be maintained in conformance with road safety legislation and manufacturers/suppliers guidance. Council vehicles are maintained by the Council's Fleet Services. To comply with legislation, Services must have management systems and procedures in place to manage the following key areas associated with workplace transport:

- **Council Vehicles**

  In line with the Council's Driver First Use Vehicle Check Procedure, all drivers should complete a First Use Vehicle Check Form through an inspection of any Council vehicle prior to their own first use of the vehicle on any day/shift.

  If no defects are identified the driver can proceed to drive the vehicle and return the completed form to their line manager for retention.

  If, however, any defects are identified, the driver should contact their line manager to agree what action is required. In the event that their line manager is not available e.g. out with working hours, the driver should contact Fleet Maintenance for advice.

  The driver should record what action is agreed and with whom. The form should then be returned to their line manager for counter-signature to acknowledge the action taken and consider any remedial actions as appropriate. The driver should be provided with a copy of the completed form for their information.

  All completed forms will be retained by line managers for a period of 15 months and line managers will routinely check fleet vehicles to ensure that First Use Vehicle Checks are being carried out to an appropriate standard. Managers have a responsibility to undertake a random 15% quality check each quarter to ensure that First Use Vehicle Checks are being correctly completed by drivers. A record of quality checks undertaken should be retained on file for a period of 15 months. Fleet Services will undertake random checks across Services to ensure that documents are being completed and retained in line with the Council's Operators' License.

  Where a driver fails to complete a First Use Vehicle Check, this should be investigated under the Council's Disciplinary Policy and the driver removed from driving duties until a re-training session on First Use Vehicle Checks is undertaken. Once the training has been undertaken the employee can revert to driving duties and the investigation progressed. Where an employee repeatedly fails to undertake these checks, the employee should be redeployed to non-driving duties until a disciplinary investigation is undertaken.

  Each Service will be responsible for the day to day management of the Car Pool vehicles. This will include ensuring first use vehicle checks are completed and appropriately actioned where required. Additionally, Services will need to appoint a
suitable number of representatives to liaise with Fleet Services regarding the maintenance and servicing of Car Pool vehicles as required.

All Council vehicles will be fitted with vehicle trackers. The tracker will be used to support service delivery and improve security. Any misuse will be reported to service management team and if appropriate, the matter may be investigated in line with the Council’s Disciplinary policy.

- **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 3.2).

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.

### 3.9 Safe Driving at Work

The Council is committed to ensuring best practice to minimise the risk associated with driving at work. To ensure safe practices are in place across the Council, employees are required to adhere to the Drivers Code of Conduct which should be issued to employee’s as part of their initial Authorisation to Drive check and is available on the Council’s Intranet.

### 3.10 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 (Appendix 8). 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 Designers 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 Designers 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 Designers should ensure that the Principal Contractor produces a Health & Safety plan that includes appropriate measures to address the identified risks;
• The Designers, 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 3.5.3.

4. 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 specification for vehicles 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.

FIT FLEET GROUP

This group comprises representatives from each Service area and monitors the safe use of Council vehicles across the Council and best practice in terms of Workplace Transport.

LINE MANAGERS

Line Managers are responsible for:

• Ensuring that appropriate pre-employment checks are undertaken for drivers of Council vehicles
• Ensuring that employees or Volunteers who drive on council business complete an “Authorisation to Drive” form on an annual basis and Drivers using council vehicles, including voluntary organisations will have their vehicle licences reviewed on a DVLA approved Vehicle Licence check contractor
• 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
• Encourage pool car usage and monitor usage within the service to ensure efficiency and monitoring worker mileage claims
• Ensuring that concerns regarding individual driver’s fitness to drive are fully investigated and managed in line with this Policy
• 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
• Ensure suitable training is provided where applicable
  o Reversing assistants;
  o Specialised vehicle training;
  o trailers;
  o Minibuses;
  o Load covers.

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.

• Costs associated with the implementation of Car Pool vehicles met. These costs would be minor in nature (such as remarking of parking bays). The Fleet Manager can be consulted where there are concerns surrounding the cost of implementation.

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.

- 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;
- Notifying the DVLA of any injury or illness that would have a likely impact on safe driving ability;
- Responding fully and accurately to any requests for information from either the DVLA or healthcare professionals;
- Complying with the requirements of the issued licence, including any periodic medical reviews indicated by the DVLA;
- Adhering, with ongoing consideration of fitness to drive, to prescribed medical treatment, and to monitor and manage the condition and any adaptations;
- 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 & Business Transformation will review this policy as per the agreed HR Policy review timetable in conjunction with Service Directors/ Chief Officers and Trade Unions taking into account relevant legislative amendments and best practice advice.

This Policy has been Equality Impact Assessed and no adverse impact has been identified.
TRAVEL HIERARCHY PROCESS

FALKIRK COUNCIL TRAVEL HIERARCHY

DO YOU NEED TO TRAVEL TO ATTEND A MEETING OR CONDUCT COUNCIL BUSINESS OUTSIDE YOUR NORMAL PLACE OF WORK?

YES

COULD AN ALTERNATIVE APPROACH BE ADOPTED

YES

USE TELECONFERENCING

NO

CHECK THE OUTLOOK DIARY FOR VEHICLE AVAILABILITY

VEHICLE AVAILABLE

BUCK DIARY SLOT FOR RELEVANT DATE & TIME

CAN AN ALTERNATIVE MODE OF TRANSPORT BE USED?

YES

WHAT MODES OF TRANSPORT ARE AVAILABLE

CAN YOU WALK

SUITABLE FOR JOURNEYS OF LESS THAN 1 MILE (NO MORE THAN 20 MINS)

CAN YOU CYCLE

ONLY SUITABLE FOR JOURNEYS OF 3 MILES OR LESS

CAN YOU USE PUBLIC TRANSPORT

AS LONG AS MEETING IS ON A MAIN BUS ROUTE

NO POOL VEHICLES ARE AVAILABLE

YOUR OWN VEHICLE MAY BE USED

YOUR LINE MANAGER WILL MONITOR ANY MILEAGE CLAIMS SUBMITTED

USE POOL CYCLES LOCATED WITHIN YOUR RECEPTION AREAS. THESE MUST BE SIGNED FOR

PREPAID BUS TICKETS FROM FIRST BUS ARE AVAILABLE
FALKIRK COUNCIL
AUTHORISATION TO DRIVE ANNUAL CHECK

Employees who drive a Council vehicle and/or their own vehicle on Council business, should complete this form. This includes any vehicle which is owned, leased or hired by the Council.

1. EMPLOYEE DETAILS

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<th>Address:</th>
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<td>Date of Birth:</td>
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Type of Vehicle to be driven on Council business:
- Own car [ ]
- Council vehicle (including pool car) [ ]
- Both [ ]
- Other [ ] (please specify)

2. HEALTH

If you suffer from a condition which may impact upon your ability to drive, you must advise your manager and note this below:

It is a requirement of the Road Traffic Act 1988 that all drivers have good vision and therefore it is your responsibility to ensure that you undergo periodic eye sight tests. Please confirm that your vision meets the standard required for driving.

- YES/NO

Has your GP placed any restrictions on work or driving?
- YES/NO

If Yes describe:

3. DRIVER LICENCE DETAILS (all employees)

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<tr>
<th>Licence No:</th>
<th>Expiry Date:</th>
</tr>
</thead>
</table>

Does your licence cover you to drive the type of vehicle stated at Section A item 1 above? YES/NO
DVLA Check Code
(To enable your manager to verify your licence details with the DVLA, you should provide a check code available from the DVLA website www.gov.uk/view-driving-licence)

3.b DRIVER LICENCE DETAILS
(FOR DRIVERS OF COUNCIL VEHICLES ONLY)

Do you hold a full PCV (Passenger carrying vehicle) licence? YES / NO
(Only to be completed by those driving a vehicle having 9 or more seats)
If ‘yes’ you are required to present your licence for inspection by your line manager when submitting this form. Please also supply the following details:

Type: Hire/ Reward/ Restricted Enter any restrictions relating to PCV shown on licence:

Category of vehicle description: Expiry Date:

Do you hold a Full LGV (Large Goods Vehicle) Licence? YES/ NO
(Only to be completed by those driving a LGV over 7.5 tonnes)
If ‘yes’ please supply the following details:

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. MOT & INSURANCE DETAILS:
(FOR DRIVERS OF NON COUNCIL VEHICLES ONLY)
APPENDIX 2

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:

\textit{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

\section{6. DECLARATION BY EMPLOYEE}

- 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/insurance) which may have an impact on my ability to drive;
- I understand that all information provided will be treated in confidence;
- I understand that I may be subject to spot checks in respect of my licence, insurance and MOT documentation.
- I have received and read a copy of the Driver’s Code of Conduct

Signature: \hspace{1cm} Date:

\section{7. MANAGER APPROVAL}

I confirm that I have checked the appropriate documents as referred to above and am satisfied that this employee is fit to drive.

Signature: \hspace{1cm} Designation:

Print Name: \hspace{1cm} Date:

\textbf{THIS FORM SHOULD BE SAVED/FILED IN THE EMPLOYEES FILE FOR FUTURE REFERENCE.}
# FALKIRK COUNCIL: GROUP 2 VEHICLE MEDICAL CLEARANCE

1. **EMPLOYEE DETAILS**  
   *(to be completed by employee)*

<table>
<thead>
<tr>
<th>Name:</th>
<th>Service:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Location:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>Employee No:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth:</td>
<td></td>
</tr>
</tbody>
</table>

Type of Vehicle to be driven on Falkirk Council business:

- [ ] LGV
- [ ] PSV

Details of any driving medical incident(s)

2. **MEDICAL EXAMINATION BY EMPLOYEES GENERAL PRACTITIONER**  
   *(to be completed by GP)*

The employee has health issues or undergoing treatment that may affect fitness to drive:  
**YES/ NO**  
(including any medication that may affect the ability to drive)

If yes, is this a temporary or permanent condition?  
**TEMPORARY/PERMANENT**  
(if temporary, please specify time period)

<table>
<thead>
<tr>
<th>GP Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GP Name:

4. **DECLARATION**  
   *(to be completed by employee after medical)*

- The details provided to my GP 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/medication) 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.

<table>
<thead>
<tr>
<th>Employee Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. **APPROVAL TO DRIVE**  
   *(to be completed by line manager)*
I confirm that I have checked the above employee’s Medical return and satisfied that this employee is fit to continue driving duties.

Manager Signature:          Designation:
Print Name:                Date:
<table>
<thead>
<tr>
<th>Vehicle classification</th>
<th>Driving licence requirements</th>
<th>Qualification requirements</th>
<th>Legally required training</th>
<th>Additional in-house training for all drivers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LGV: General vehicle</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refuse Vehicles</td>
<td>LGV “C”</td>
<td>CPC for LGV</td>
<td>* LGV licence</td>
<td>*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>35 hours/5years</td>
<td></td>
</tr>
<tr>
<td>Roads Vehicles, winter gritting</td>
<td>LGV “C”</td>
<td>CPC for LGV</td>
<td>* LGV licence</td>
<td>*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>35 hours/5years</td>
<td></td>
</tr>
<tr>
<td>Mediterranean Gritters</td>
<td>LGV “C”</td>
<td>CPC for LGV</td>
<td>* LGV licence</td>
<td>*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>35 hours/5years</td>
<td></td>
</tr>
<tr>
<td>LGV with trailers under 750kg</td>
<td>LGV “C”</td>
<td>CPC for LGV</td>
<td>* LGV licence</td>
<td>*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>35 hours/5years</td>
<td></td>
</tr>
<tr>
<td>LGV with trailers over 750kg</td>
<td>LGV “C+E”</td>
<td>CPC for LGV</td>
<td>* LGV licence</td>
<td>*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>35 hours/5years</td>
<td></td>
</tr>
<tr>
<td>Specialist Vehicles: Fork Lift truck</td>
<td>Normal licence</td>
<td>Appropriate training</td>
<td>Fork lift truck certificate</td>
<td>*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dumper truck (see3)</td>
<td>Normal licence</td>
<td>Appropriate training</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction vehicles (see3)</td>
<td>Normal licence</td>
<td>Appropriate training</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tractor</td>
<td>Normal licence</td>
<td>N/A</td>
<td>?</td>
<td>*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 x 4 drive vehicles</td>
<td>Meet class vehicle requirements</td>
<td>N/A</td>
<td>N/A</td>
<td>Specialist vehicle driver training</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------------</td>
<td>-----</td>
<td>-----</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Ride-on-mowers etc.</td>
<td>Normal licence</td>
<td>N/A</td>
<td>N/A</td>
<td>Specialist vehicle driver training</td>
</tr>
<tr>
<td>Passenger buses:</td>
<td>PCV</td>
<td>CPC for PCV</td>
<td>CPC undertaken where required for job 35 hours/5 years</td>
<td>N/A</td>
</tr>
<tr>
<td>Passenger buses</td>
<td>Buses operated under S19 &amp; S22 permits -Transport Act 1985 (voluntary drivers)</td>
<td>CPC for PCV</td>
<td>CPC undertaken where required for job 35 hours/5 years</td>
<td>1 day training (MIDAS or equivalent)</td>
</tr>
<tr>
<td>Buses operated under S19 &amp; S22 permits -Transport Act 1985 (voluntary drivers)</td>
<td>PCV</td>
<td>CPC for PCV</td>
<td>CPC undertaken where required for job 35 hours/5 years</td>
<td>1 day training (MIDAS or equivalent)</td>
</tr>
<tr>
<td>Mini-buses</td>
<td>Normal Licence 1^2 D1</td>
<td>CPC for PCV</td>
<td>CPC undertaken where required for job 35 hours/5 years</td>
<td>1 day training (MIDAS or equivalent)</td>
</tr>
<tr>
<td>All other vehicles:</td>
<td>Normal Licence 1^, C1</td>
<td>CPC for LGV</td>
<td>LGV licence 35 hours/5 years</td>
<td>N/A</td>
</tr>
<tr>
<td>Light Lorries</td>
<td>Vans &amp; Crew-cabs</td>
<td>CPC for LGV</td>
<td>LGV licence 35 hours/5 years</td>
<td>N/A</td>
</tr>
<tr>
<td>Use of Trailers</td>
<td>Normal Licence 1 B, C1</td>
<td>CPC for LGV</td>
<td>LGV licence 35 hours/5 years</td>
<td>N/A</td>
</tr>
<tr>
<td>Cars</td>
<td>Normal Licence 1^2 +E</td>
<td>CPC for LGV</td>
<td>LGV licence 35 hours/5 years</td>
<td>N/A</td>
</tr>
<tr>
<td>All drivers to be risk assessed.</td>
<td>Normal Licence</td>
<td>N/A</td>
<td>N/A</td>
<td>Fleet Services Vehicle familiarisation training</td>
</tr>
<tr>
<td>Car Pool Vehicles</td>
<td>Normal Licence</td>
<td>N/A</td>
<td>N/A</td>
<td>Fleet Services Vehicle familiarisation training</td>
</tr>
</tbody>
</table>
1. C1 is restricted to 7.5t GVW. Vans depends on gross weight whether B or C1 is required
2. Beware of restrictions on some C1+E licences (often 8.25t GTW) and on some C+E licences
3. Construction vehicles include dumper, mini-excavator, roller and tractor loader with compressor.
4. Ensuring appropriate additional in-house training is delivered is the Service’s responsibility.
### Section 1 - TASK/S

<table>
<thead>
<tr>
<th>Service</th>
<th>Employee/s Job Title</th>
<th>Driving Duties; Example Risk Assessment</th>
<th>Ref No</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td></td>
<td></td>
<td>All</td>
</tr>
</tbody>
</table>

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

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aggression</td>
<td>√</td>
<td>16</td>
</tr>
<tr>
<td>2</td>
<td>Animal Attack</td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>3</td>
<td>Asbestos</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>4</td>
<td>Fabric of Building</td>
<td></td>
<td>19</td>
</tr>
<tr>
<td>5</td>
<td>Contact with body fluids</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>6</td>
<td>Contamination / Disease</td>
<td></td>
<td>21</td>
</tr>
<tr>
<td>7</td>
<td>Display Screen Equipment</td>
<td></td>
<td>22</td>
</tr>
<tr>
<td>8</td>
<td>Dust / Fumes</td>
<td>√</td>
<td>23</td>
</tr>
<tr>
<td>9</td>
<td>Electricity</td>
<td></td>
<td>24</td>
</tr>
<tr>
<td>10</td>
<td>Fire &amp; Explosion</td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>11</td>
<td>Flammable material</td>
<td></td>
<td>26</td>
</tr>
<tr>
<td>12</td>
<td>Furniture</td>
<td></td>
<td>27</td>
</tr>
<tr>
<td>13</td>
<td>Gas</td>
<td></td>
<td>28</td>
</tr>
<tr>
<td>14</td>
<td>Hazardous substance</td>
<td></td>
<td>29</td>
</tr>
<tr>
<td>15</td>
<td>Infestation</td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

- a) Vehicle breakdown
- b) Road Traffic Accident
- c) Medical Condition
### Section 3 – PERSONS AT RISK (Enter relevant numbers affected)

<table>
<thead>
<tr>
<th>Employee</th>
<th>√</th>
<th>Non-Employee</th>
<th>Person / Child</th>
<th>Expectant / New Mother</th>
<th>Shift Worker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Worker</td>
<td></td>
<td>Disabled/ Special Needs</td>
<td>Contractor</td>
<td>Lone Worker</td>
<td></td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Hazard No.</th>
<th>Method of Controls</th>
<th>Adequate?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 &amp; 34</td>
<td>Employees trained in dealing with aggression</td>
<td>Yes</td>
</tr>
<tr>
<td>8</td>
<td>Vehicle checks before use, regular servicing of vehicles to ensure vehicle roadworthy &amp; prevent dust &amp; fumes from exhaust &amp; ventilation systems, fault reporting system.</td>
<td>Yes</td>
</tr>
<tr>
<td>16</td>
<td>Written procedures, methods of communication, training.</td>
<td>Yes</td>
</tr>
<tr>
<td>32</td>
<td>Plan journey, take account of overall conditions, prepare route, watch out for Weather Alerts</td>
<td>Yes</td>
</tr>
<tr>
<td>37</td>
<td>Check on weather conditions prior to departure, contact with base, wear &amp; use of suitable PPE.</td>
<td>Yes</td>
</tr>
<tr>
<td>42</td>
<td>Drivers are authorised, have appropriate licence and insurance covering the vehicles to be driven.</td>
<td>Yes</td>
</tr>
<tr>
<td>43 a)</td>
<td>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.</td>
<td>Yes</td>
</tr>
<tr>
<td>43 b)</td>
<td>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</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Hazard No.</th>
<th>Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

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

**Frequency, scale: Low 1 - High 5**

1 Improbable, 2 Possible but unlikely, 3 Happens
infrequently

<table>
<thead>
<tr>
<th>Severity, scale: Low 1 - High 5</th>
<th>1 Trivial injury, 2 Minor injury, 3 Hospital stay/Industrial illness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reasons: Frequency = 3, Severity = 4</td>
<td></td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Hazard No.</th>
<th>Action Required</th>
<th>Person nominated</th>
<th>Date Assigned</th>
<th>Date Completed</th>
</tr>
</thead>
</table>

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.
Individual Route risk assessments are produced to accompany the dynamic and general risk assessment for domestic waste collection including recycling.

The individual assessments will be carried out for the refuse collection services in accordance with the H&S guidelines and procedures below:

The health and safety of any collection round will be subject to several levels of risk assessment.

(i) Generic, focusing on vehicle design, training, PPE and any Health Surveillance
(ii) Round Risk Assessment to establish default positions and guidance on a location/street based process
(iii) A dynamic or on the spot risk assessment carried out by Driver/Team Leader which are permitted to vary the default position subject to an unwritten dynamic or on the spot risk assessment should there be any change to the circumstances.
(iv) Examples include:
   - A turning area being blocked resulting in additional reversing required
   - A blocked road resulting in adjacent roads having heavier than normal traffic flows and therefore requiring single sided collection;
   - A collection being delayed or disrupted, resulting in normally busy roads (e.g. due to the school run) being less busy, and allowing a double sided collection.

Key Road Safety Factors

The object of carrying out a round risk assessment is to establish a “default” plan for collection that would be followed under normal conditions, i.e., weekday, school time, no major road works or other traffic disruption.

Dynamic assessment of weather conditions can also play a part.

The critical elements that need to be identified in the assessment are:

(i) Whether waste should be collected from a single side or double sided; and
(ii) Where vehicles can turn or if they cannot turn, where reversing / manoeuvring should be planned; and
(iii) Any times when collection should be avoided; and
(iv) The location of any other hazards that may affect collection.
Pedestrian safety, with regards to reversing and crossing the road, is affected by the following factors:

(i) Road width and amount of parking - on narrow roads it is far easier for the Refuse Collection Vehicle (RCV) to be a physical barrier.

(ii) The speed limit, speed of traffic, volume of traffic and the presence of traffic calming methods – this also links into time of day/month with regards schools and colleges etc.

(iii) Visibility up/down the road - this is affected by bends and/or slopes, hedges, overgrown vegetation and the effects of time of day (particularly in winter when collections may take place very early or late in the day).

(iv) Visibility up/down the road - this is affected by bends and/or slopes, hedges, overgrown vegetation and the effects of time of day (particularly in winter when collections may take place very early or late in the day).

(v) Housing density and layout of street affecting the need and frequency to cross the road

Where there is a need for reversing / manoeuvring, vehicles should turn at the last location where a supervised 180 degree manoeuvre can be carried out.

It is important that the driver has information on these locations to avoid driving into a dead end and having to reverse out onto a road with a traffic flow.

The round risk assessment should also consider other issues that may affect the operation of the vehicle.

This includes:
• Overhead Electric Cables
• Overgrown Trees and Hedges
• Low Bridges
• One way streets in busy neighbourhoods
• Traffic calming measures that may affect vehicular access for a large collection vehicle

Roads where single sided collection is likely to be considered appropriate include:

• A and B classified Roads
• Dual Carriageways
• One way streets in town centres (concern with recycling where side sorting on a second pass would put a loader in the live traffic stream)
• Roads in towns where there is a 40mph speed limit
• “Rat Runs” and heavily used roads onto housing developments from main roads
• Roads with houses only on one side

Roads where double-sided collection would be expected include:

• Urban roads where an RCV can only just negotiate parked cars or where a narrow road under 3m wide
• Minor (not A nor B classified) roads where there is good visibility, little traffic, and properties are, on average, over 200m apart.
• Estate roads where there is a 20mph speed limit and traffic calming measures.
• “Cul-de-sacs” where the vehicle has reversed in and has to drive out – “Reverse In Drive Out” – RIDO

Changeable and Permanent conditions are considered on each hazard tables as this may have an impact on possible hazards both past and present.

Supervisor’s role

Complete the refuse collection data sheets and hazard identification sheets with each driver/charge hand for each road.

Complete the hazard identification table for each road and where required the hazards associated with above information.

See Hazard tables 1-3 in Appendix 2

Hazards are rated “high” “medium” and “low risk”.

This can be indicated by colours for “high” Red likely to occur, previous incidents in WMS, common problem.

Low risk; “Green” unlikely to occur never been heard of in industry, no previous incidents

Medium “Orange,” may occur and have been recorded in WMS industry.

Management Role

Management are to formalise consultation procedures with safety representatives and ensure that operatives have input to assessment. Consult also S&OH section where necessary on formulation of guidance and industry updates. Management to complete summary of hazards and actions to reduce risks to be hyperlinked on route assessment excel spread sheet.
## Route Hazard Information Sheet

### REFUSE ROUTE COLLECTION

<table>
<thead>
<tr>
<th>Route</th>
<th>Driver :</th>
<th>Collection Type: Domestic/Blue/ Brown Green/ Trade</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location/Road</td>
<td>Road Conditions</td>
<td>Any regular hazards</td>
<td>Collection Type</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td>Parked Cars</td>
<td>Yes/Intermittent /No</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Road Speed</td>
<td>Narrow Road ----m</td>
<td>Yes/No</td>
<td>Shops</td>
</tr>
<tr>
<td>Volume of traffic</td>
<td>Visibility</td>
<td>Poor/Good</td>
<td>What Obstructions</td>
</tr>
<tr>
<td>Time of collection</td>
<td>Density of Housing</td>
<td>High/Medium /Low</td>
<td>Other Information</td>
</tr>
<tr>
<td>Comments</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Hazard Identification to be completed by Supervisor with information supplied by Driver of Route

Table 1 Example Hazard Identification of Road and Housing

<table>
<thead>
<tr>
<th>Road Speed</th>
<th>Road Type</th>
<th>Traffic Flow E.g. rush hour</th>
<th>Density of Housing</th>
<th>Density of Parking</th>
<th>Narrow Road (width if known)</th>
<th>Visibility Weather conditions</th>
<th>Traffic Calming Measures</th>
<th>Blind bends/Concealed entrances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changeable:</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-70mph</td>
<td>7-Dual/ A Main</td>
<td>High Unbroken Line</td>
<td>H-Mainly Terraced no off street parking</td>
<td>Y – Solid parking on 1 side</td>
<td>No (4.5m)</td>
<td>N – poor</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

Table 2 – Example Hazards associated with Effects of Pedestrians and Man made Obstructions

<table>
<thead>
<tr>
<th>Schools/Play Areas/Community Centres</th>
<th>Shopping Centres/Markets Traders</th>
<th>Barriers, crossings and bus stops</th>
<th>Planned Access Restriction Road works</th>
<th>Overhead Obstructions</th>
<th>Exposed One Way Streets</th>
<th>Present collection (If Known)</th>
<th>Road width/Inclines/ adverse cambers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changeable: School holidays</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

31
<table>
<thead>
<tr>
<th>Permanent</th>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
<th>O-Overhead Cables</th>
<th>Yes</th>
<th>2-Double Sided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>O-Overhead Cables</td>
<td>Yes</td>
<td>2-Double Sided</td>
</tr>
<tr>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>T-Overhanging Trees</td>
<td>No</td>
<td>1-Single Sided</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>B – Low Bridges</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N- None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 3 – Hazards associated with Reversing/Manoeuvring Issues

<table>
<thead>
<tr>
<th>Reversing Required</th>
<th>Reverse In Drive out (RIDO)</th>
<th>Suitable Turning Head</th>
<th>Distance Reversed Estimate (m)</th>
<th>Straight Reverse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changeable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>No</td>
<td>No</td>
<td>Yes Blocked</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes clear</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Summary of Hazards for each Route: Updated every two years or when required.

To be completed by management:

<table>
<thead>
<tr>
<th>Hazards Identified</th>
<th>Risk</th>
<th>Actions to reduce risk:</th>
<th>Management Responsible</th>
<th>Action/Times scales</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>High Medium</td>
<td>E.g. Additional camera, change times of routes, new SSOW. GPS system update</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road and Housing</td>
<td>Low</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Table 1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effects Of Pedestrians</td>
<td>(Table 2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reversing hazards</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Table 3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Each summary sheet will be attached to route identifying main hazards.

All operatives can have access to hazard tables via the intranet.
### Section 1 - TASK/S

<table>
<thead>
<tr>
<th>Service</th>
<th>Employee/s Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Premises Manager (all site users, employees and non employees must comply)</td>
</tr>
</tbody>
</table>

### Example Risk Assessment: Premises vehicle movement risk assessment

**Ref No:** WPT. 1

### Section 2 – HAZARDS IDENTIFIED:

- **Aggression**
- **Animal Attack**
- **Asbestos**
- **Fabric of Building**
- **Contact with body fluids**
- **Contamination / Disease**
- **Display Screen Equipment**
- **Dust / Fumes**
- **Electricity**
- **Fire & Explosion**
- **Flammable material**
- **Furniture**
- **Gas**
- **Hazardous substance**
- **Infestation**

<table>
<thead>
<tr>
<th>No.</th>
<th>Hazard</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>21</th>
<th>22</th>
<th>23</th>
<th>24</th>
<th>25</th>
<th>26</th>
<th>27</th>
<th>28</th>
<th>29</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aggression</td>
<td>Lone Working</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Animal Attack</td>
<td>Machinery</td>
<td>17</td>
<td>32</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>3</td>
<td>Asbestos</td>
<td>Manual handling / Lifting</td>
<td>18</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>4</td>
<td>Fabric of Building</td>
<td>Shift Work</td>
<td>19</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Contact with body fluids</td>
<td>Noise</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Contamination / Disease</td>
<td>Falling Objects</td>
<td>21</td>
<td>33</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>7</td>
<td>Display Screen Equipment</td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>8</td>
<td>Dust / Fumes</td>
<td>Pressure Systems</td>
<td>23</td>
<td>34</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9</td>
<td>Electricity</td>
<td>Radiation</td>
<td>24</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>10</td>
<td>Fire &amp; Explosion</td>
<td>Repetitive Strain Injury</td>
<td>25</td>
<td></td>
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<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Flammable material</td>
<td>Scaffolding / Ladders</td>
<td>26</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Furniture</td>
<td>Sharps</td>
<td>27</td>
<td>41</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>13</td>
<td>Gas</td>
<td>Slip / Trip / Fall</td>
<td>28</td>
<td>42</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Hazardous substance</td>
<td>Stress</td>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Infestation</td>
<td>Substance Misuse</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Section 3 – PERSONS AT RISK

- **Employee**
- **Non-Employee**
- **Person / Child**
- **Expectant / New Mother**
- **Shift Worker**

<table>
<thead>
<tr>
<th>Home Worker</th>
<th>Disabled/ Special Needs</th>
<th>Contractor</th>
<th>Lone Worker</th>
</tr>
</thead>
<tbody>
<tr>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>√</td>
<td>Disables/ Special Needs</td>
<td>Contractor</td>
<td>Lone Worker</td>
</tr>
</tbody>
</table>
## 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.

<table>
<thead>
<tr>
<th>HazN No.</th>
<th>Method of Controls</th>
<th>Adequate?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Include corporate &amp; Service procedures, all relevant records held including training courses and details of employees who have/are required to attend)</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Identify any other vehicles/machinery used on site e.g. grounds maintenance tractors &amp; ride-on lawn mowers and ensure traffic management controls are applied to these vehicles.</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Consider impact of site activities on adjacent roadways e.g. volume of traffic at peak times, bus stops, shops etc.</td>
<td></td>
</tr>
</tbody>
</table>

## 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

<table>
<thead>
<tr>
<th>Hazard No.</th>
<th>Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Attach site map identifying all traffic routes to cross-reference Control Measures.

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

<table>
<thead>
<tr>
<th>Frequency, scale : Low 1 - High 5 infrequently</th>
<th>1 Improbable, 2 Possible but unlikely, 3 Happens</th>
</tr>
</thead>
</table>

35
**Severity, scale : Low 1 - High 5**

<table>
<thead>
<tr>
<th>1</th>
<th>Trivial injury, 2 Minor injury, 3 Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Major injury, 5 Fatality</td>
</tr>
</tbody>
</table>

**Reasons:**

<table>
<thead>
<tr>
<th>Reason 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**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)**

<table>
<thead>
<tr>
<th>Hazard No.</th>
<th>Action Required</th>
<th>Person nominated</th>
<th>Date Assigned</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td></td>
</tr>
</tbody>
</table>

**Managers Name:** ………………………..  **Signature:**……………………………..

**Date:**………………..

**Date of Next Assessment Review:** (N.B. at least annually)
### 1. TASK DETAILS

<table>
<thead>
<tr>
<th>Title: (Example generic assessment)</th>
<th>Service / Department:</th>
<th>Location:</th>
<th>Ref No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workplace Transport – Complex Premises, e.g. schools, depots, construction sites.</td>
<td>Various</td>
<td>Various</td>
<td>HS&amp;C example 4</td>
</tr>
</tbody>
</table>

Operations Covered: Various

### 2. TASK ANALYSIS: (Brief Description)

<table>
<thead>
<tr>
<th>Task Analysis</th>
<th>Persons at Risk</th>
<th>Equipment Used</th>
<th>Hazards Identified</th>
<th>Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Access to premises</td>
<td>Drivers, pedestrians e.g. employees &amp; service users in area</td>
<td>Vehicles – Bus, Car (Private/Council), Van, Lorry, Trailer, Refuse Vehicle, Grounds Maintenance equipment</td>
<td>Narrow entrance, Congestion, Poor visibility, Impact of traffic on adjacent roads</td>
<td>Collisions &amp; Physical injury</td>
</tr>
<tr>
<td>2) Load / Unload vehicle with Passengers / materials</td>
<td>Drivers, Occupants of vehicles, Passengers</td>
<td>Vehicle – Bus, Car (Private / Council), Van Lorry, Trailer, Refuse Vehicle</td>
<td>Entering / alighting from vehicle, Trip hazard on stairs if vehicle has an upper deck, Reversing vehicles.</td>
<td>Physical Injury, Falling loads, Collision, Trips, fall, sprains, strains</td>
</tr>
<tr>
<td></td>
<td>Vehicle Access</td>
<td>Pedestrian Access</td>
<td>Disabled Access</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>----------------</td>
<td>------------------</td>
<td>-----------------</td>
<td></td>
</tr>
<tr>
<td>3)</td>
<td>e.g. (Client / Children / Other employees / Service users / Escorts).</td>
<td>Wheel chairs &amp; other Equipment</td>
<td>Pulling, pushing, lifting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electrical / Mechanical Tail Lift</td>
<td>Faulty wiring Equipment either not functioning as intended or in need of repair</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Material handling equipment e.g. sack barrows</td>
<td>Pulling, pushing, lifting</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Items being transported e.g. LPG, cylinders</td>
<td>Flammable / unstable material Exposure to substances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Pedestrians</td>
<td>Road Signage Vehicles</td>
<td>Confusion over instructions No marked pedestrian routes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reversing vehicles Emergency vehicles access is blocked</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Delays in operations</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>Strains, sprains to muscles. Crushes to hands and feet</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Risk of shock &amp; Cuts, abrasions, strains, sprains</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Collision with vehicles/pedestrians</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Emergency Service work is delayed</td>
<td></td>
</tr>
</tbody>
</table>
6. Emergency Services Access

7. Premises Specific Risks e.g. L.P.G storage, electrical sub-stations, low power cables

<table>
<thead>
<tr>
<th>Pedestrians</th>
<th>As defined by manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabled employees/Service users</td>
<td>Collision with vehicles</td>
</tr>
<tr>
<td>All premises users</td>
<td></td>
</tr>
<tr>
<td>All site users</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency vehicles</th>
<th>Vehicles –bus/car.</th>
</tr>
</thead>
<tbody>
<tr>
<td>As relevant to premises</td>
<td>Restricted access to premises</td>
</tr>
</tbody>
</table>

| All premises users | |

| As relevant to premises | |
|-------------------------| |

| All site users | |

| Relevant to premises e.g. flammable liquid, working in high risk areas. | |

<table>
<thead>
<tr>
<th>Injury to persons</th>
<th>Delays/injury/stress</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Delays/injury/stress</td>
</tr>
<tr>
<td></td>
<td>Fire/ injury/fatalities</td>
</tr>
</tbody>
</table>
### 3. AVAILABILITY OF RECORDS AND APPLICATION OF MANAGEMENT SYSTEMS:

(Circle as appropriate)

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

### 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.)

<p>| YES / No |</p>
<table>
<thead>
<tr>
<th>(Circle as appropriate)</th>
<th>COSHH</th>
<th>MANUAL HANDLING</th>
<th>PERSONAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROTECTIVE EQUIPMENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOISE</td>
<td>LEAD</td>
<td></td>
<td>ASBESTOS</td>
</tr>
</tbody>
</table>

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)

6) **Premises that have specific risks on site such as L.P.G. storage, electrical sub-stations, low power cables**

   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

7) **Specific Risks at Premises**

   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.
9. OVERALL RISK RATING OF THE TASK/S TO BE UNDERTAKEN (Probable Frequency \( \times \) 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:

12. ACTION PLAN
### APPENDIX 7(b)

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

**MANAGERS NAME:**  
**SIGNATURE:**  
**DATE:**

**DATE OF NEXT ASSESSMENT REVIEW:** No later than 12 months from the date of this assessment.

**COMMENTS:**

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.
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.
BOOKING PROCEDURE POOL VEHICLE

Pre Booking requirements

1. Prior to booking any pool vehicles, employees must ensure they have provided the following driver information to Fleet Services:
   - A completed Authorisation to Drive form
   - A signed copy of the Drivers Code of Conduct

2. Documents should be stored on docstore by each service

First time users of pool vehicles

3. If you have not used a pool vehicle before, and require a familiarisation session contact Fleet Services to arrange a suitable time: 01324 590412.

Booking Times

4. Bookings can be made between the hours of 08:00 and 17:00, Monday to Friday. The Business Support Team in your Service location will help to support the booking process.

5. Microsoft Outlook is used to facilitate bookings. If you require the booking before 08:00, make arrangements to collect the vehicle pack/keys from reception the evening before. However the vehicle must remain parked at the pool car location and collected in the morning.

Booking Information Required

- All bookings must be made in the driver’s name
- Driver’s decide the type of vehicle required i.e. car with 3 or 5 doors or a van if you require to carry large items
- If the nature of the journey requires confidentiality in terms of an unmarked pool car, contact Fleet Services 01324 590412
- Provide your work location, the date and time the vehicle is required and the date and time the vehicle will be returned
- Microsoft Outlook clearly shows who has booked the vehicle and the booking times – the vehicle pack and keys will be collected via your Service's Business Support Team.
- Try to ensure that vehicles are only booked for the actual times required
- When you collect your vehicle pack, do not leave the pack in an unsupervised area, it should be kept on your person where possible to avoid loss or misplacement.
- Return the vehicle at the end of the booking time so not to impact another users booking. If for any reason the car will not be returned on time.
- Try not to block book pool vehicles and remember to cancel any bookings that you do not require (i.e. holidays, cancelled appointments etc)
- If a pool vehicle is not collected within 1/2 hour of the booking start time, the booking may be cancelled and pool vehicle made available for use.
Before your journey begins

- Before you set off, carry out the First Use Vehicle Check (FUVC) process and complete all relevant paperwork including completing the driver log book. If you consider the vehicle has a major defect or has been damaged, report this immediately to Fleet Services on 01324 590412
- Once the check has been carried out, complete and sign the log book. Confirm the vehicle odometer reading and enter the details of your journey
- Finally before you set off, check that you have sufficient fuel for your journey
- You should ensure that you return the vehicle with at least half a tank of fuel – it is the previous driver’s responsibility to ensure that the vehicle has sufficient fuel. If you find that this is not being followed, please raise this with your line manager who will investigate.
- Vehicles are fitted with trackers and journey details will be monitored and reported monthly by way of a KPI report

Procuring fuel

An agreement with the Scottish Government and Fleet Services means fuel is available at named locations, this information is included within the vehicle pack.

To procure fuel you need to provide the point of sale staff with the following:
- The fuel card for the vehicle
- Your Council ID card
- The vehicle registration number
- The vehicle’s mileage or odometer reading
- If prompted you will need to enter the PIN number which is noted on the log book.
- The PIN number must not be disclosed to the point of sale staff or anyone else
- Ensure that you select the correct fuel in the vehicle - unleaded petrol (do not select super unleaded)

N.B. Fuel cards are issued with the vehicle’s registration number embossed on them. Do not use a fuel card if the registration number on the card does not correspond with the registration number of the vehicle. Report this to your line manager or contact Fleet Services for advice.

Breakdowns, Accidents and Emergencies

- The vehicle pack contains details of who to contact in the case of a breakdown, accident or emergency. Contact Fleet Services on 01324 5990412 (although other contact numbers are also provided as a backup) during normal office or the Contact Centre on 01324 304050 at all other times
• In breakdown or emergency situations, ensure that you and other road users and pedestrians are safe from danger. Do not take risks which might harm yourself or others and phone 999 for emergency services at the first opportunity if ambulance, police or the fire service is required.

End of pool vehicle session

• The vehicle must be returned to the designated parking space at the same location it was collected from
• Ensure that you remove all your personal items and the car is left clean and any rubbish removed. You must also ensure there is sufficient fuel, i.e. at least a half tank of fuel for the next user
• If the vehicle is not in the same condition as when the booking commenced, report any damage or defects to the Business Support Team when you return the keys and vehicle pack. If there is any damage, a vehicle check should be booked with Fleet Services to address this.
• Complete your log book entry and record the total mileage, odometer reading and fuel level
• The vehicle pack and keys, with all items intact should be returned promptly to the Business Support Team when you enter the building at your pool vehicles location.
• The Business Support Team should be advised if you are returning the vehicle earlier than the booking end time, to ensure it is made available for other users

Vehicle Cleaning

Each Service is responsible for valeting and cleaning of their pool vehicles and should endeavor to keep vehicles in good condition, having them cleaned regularly. As part of on-going framework arrangements, car washing and valet services are available from:

• GLEAMING AUTOCARE, UNIT 1, BANKSIDE INDUSTRIAL ESTATE, FALKIRK FK2 7XJ
• PRISTINE CAR WASH, FALKIRK STADIUM, STADIUM WAY, FALKIRK FK2 9EE

Promoting sustainable user of pool vehicles:

• Try to plan your journey ahead of time and where possible to avoid traffic jams and road works
• Avoid short journeys unless necessary as they are less fuel efficient since cold engines use almost twice as much fuel.
• Adhere to speed limits and the Highway Code
• Finally avoid letting the engine idle for periods when the vehicle is not moving. If you are waiting for more than a minute or two, switch the engine off.
FALKIRK COUNCIL

DRIVING AT WORK
POLICY

CODE OF CONDUCT
FOR DRIVERS OF
COUNCIL VEHICLES

May 2018
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PART 1

1. INTRODUCTION

We are committed to maintaining a safe and healthy working environment for our employees, service users and other members of the public.

Driving is an everyday activity but we recognise that workplace transport presents risks to employees and others. Risks that have to be effectively managed as with any other work activity. We will ensure that appropriate management systems, procedures and risk assessments are in place to protect employees and others that could be affected by work activities involving workplace transport.

The Driving at Work Policy applies to all employees who drive at work on Council business. It also applies to people like youth leaders or voluntary drivers for Community Groups who drive to support Council activities. This includes driving as a work activity or travelling between locations in the course of your work. This Code of Conduct is intended for anyone who drives Council vehicles.

You should read this Code of Conduct and complete the declaration at page 14 before carrying out any work related driving. This is to confirm you have read and understood the Code. The signed declaration should be returned to your line manager to file in docstore in your personal file.
PART 2

1. GENERAL

1.1 USE OF VEHICLES ON COUNCIL BUSINESS

Often the simplest means of controlling risk is to avoid it altogether. Meeting with service users and colleagues is a vital part of how the Council does business. So travel is still necessary to support this. But it is still important that travel is planned to make most benefit of your time and those you need to meet. You should also consider the value each person will be adding to the meeting, it may be possible for others to represent your views and provide you with feedback.

Before driving on official business employees should consider using alternatives. These include:

- Conference calling
- video-conferencing
- walk or cycle to the meeting
- meet at a central location to minimise travel
- public transport

Driving should only be carried out when really necessary and carsharing is recommended wherever it is practical.

1.2 AUTHORISATION TO DRIVE

Before driving a Council Vehicle you must complete an “Authorisation to Drive at Work” form and have it approved by your line manager. You must:

- have a current driving licence appropriate to the type of vehicle(s) to be driven
- not have a medical condition that impacts on your ability to drive at work;
- confirm that your eyesight meets the requirements set out in the Highway Code
- not have any driving convictions that would prevent you from driving at work

You must repeat this process annually.

1.3 LICENCE TO DRIVE

It is your responsibility to ensure you hold a valid driving licence for the category of vehicle being driven. More information on driving licence categories is available at https://www.gov.uk/driving-licence-categories.
You must present any licence(s) to your line manager on request. It may also be necessary for any licence(s) to be reviewed by a DVLA approved Vehicle Licence check contractor. If this is required you must sign a mandate to authorise the check.

If you are disqualified from driving you must not drive a Council vehicle until the endorsement has expired. This will be managed in line with the Council’s Capability or Disciplinary Policy as appropriate.

1.4 HEALTH

You must report anything that could impair your driving abilities immediately to your line manager. This includes any deterioration in your health, any personal factors or the effects of any medication or intoxicating substance that could affect your ability to drive.

More information on conditions that can affect an individual’s suitability for driving can be found https://www.gov.uk/health-conditions-and-driving.

You should have a regular eye-sight test to ensure your vision is of a standard appropriate to driving.

1.5 CONVICTIONS

You must immediately report any endorsement on your licence to your line manager. If you accumulate 8 or more penalty points you may not be allowed to continue to drive for work purposes. This will be managed in line with Council policies and could result in you being redeployed to a non-driving role.

1.6 RELEVANT LEGISLATION

You must be aware of and be able to apply the rules in The Highway Code. The Highway Code is available at https://www.gov.uk/guidance/the-highway-code.

You must have a working knowledge of all legislation and Codes of Practice relevant to your work activities.

1.7 DRIVERS HOURS – WRITTEN RECORD

Where driving hours are recorded manually you must complete a record sheet in line with your local procedures.

1.8 DRIVERS HOURS – TACHOGRAPHS AND DRIVERS TACHOGRAPH CARDS

When driving a vehicle equipped with a digital tachograph you must ensure that:
• the tachograph is calibrated by checking the calibration plaque or interrogating the instrument
• your driver card is inserted into the correct slot and that it is ready for use before the vehicle is moved
• the driving is being recorded accurately
• you don’t exceed your daily driving or duty limits

Information from the tachograph and the drivers card will be downloaded periodically and analysed to check drivers are complying with legal and Service requirements. You should discuss any concerns regarding your driving or duty hours with your line manager.

1.9 REST PERIODS

Driving when tired significantly increases the risk of being involved in a collision. Your line manager will provide you with information on how many hours you can drive and the breaks that you need to take. They will also organise your work to allow for adequate rest breaks. You are responsible for making sure that you take breaks from driving at appropriate intervals.

1.10 BREACH OF DRIVING AT WORK POLICY

Any breach of the Policy will be investigated and where, appropriate, dealt with in line with the Council’s Disciplinary Policy.

2. MAINTENANCE

2.1 FIRST USE VEHICLE CHECKS

You must inspect any vehicle prior to your own first use of it in any work period. Inspections should be recorded on the First Use Vehicle Check Form.

If there are any defects you should notify your line manager immediately. If your line manager is not available you should contact Fleet Maintenance for advice. The vehicle should not be driven unless approved by your line manager or Fleet Maintenance. You should record:

• what action is required
• who instructed the action

All completed forms should be returned to your line manager.

2.2 VEHICLE CLEANLINESS

You should ensure that:
• registration plates, lights, indicators, marker plates, wing mirrors, windscreen and cab windows are kept clean AT ALL TIMES.
• the vehicle is kept in a clean and tidy condition inside and out
• any vehicle which travels on landfill sites is washed daily
• all moving parts on the body and ancillary equipment of refuse collection vehicles are kept free of refuse and debris.
• sweeping vehicles are cleaned daily according instructions issued by the Service.
• all cleaning activities are appropriate to the vehicle and conditions where it’s being used
2.3 RE-FUELLING

You must ensure that your vehicle has sufficient fuel to complete the work schedule. If the vehicle requires the additive AdBlue you must ensure this is topped up as required.

Fuel for service vehicles should only be drawn from Falkirk Council depots or designated garages in the case of petrol. See Appendix A for authorised re-fuelling points.

Fuel key fobs must only be used to re-fuel the vehicle to which it is assigned. Fuel pin numbers should not be given to or used by any other person.

Fuel for pool vehicles is available from specified locations which are included in the vehicle pack.

2.4 WHEEL CHANGING

If your Council vehicle suffers a puncture during normal fleet working hours (08.00-16.00 Mon- Thurs, 08.00-15.30 Fri) you should contact Fleet Services on 01324 590412. They will arrange for a tyre replacement. Outside of normal fleet working hours you should contact the Council's Emergency Control on 01324 503050 to arrange a replacement.

You should provide the following information:

- Your name & contact number
- Location of the vehicle
- Vehicle registration number
- Tyre Size and load index, where applicable
- Position of tyre to be replaced; offside front or rear, nearside front or rear

The wheel nuts must be rechecked for tightness after the vehicle has stood for a period of 30 minutes, whether the vehicle has moved or not, or within 30 miles of the tyre being replaced. During normal working hours you should take the vehicle to Fleet Services for this to be done. If you are unable to return to Fleet Services within 30 miles or 30 minutes of the tyre change you should notify your line manager.

Outside of normal fleet working hours Emergency Control will arrange for the duty Fleet Services mechanic carry out the retorquing procedure.

You must stay with your vehicle if it is safe to do so. You should advise your line manager of all actions taken.

3. USE OF VEHICLES

3.1 BUSINESS USE ONLY
Private use of Council vehicles is not permitted and will be dealt with under the Council’s Disciplinary Policy. For example, travel home at lunch time would be considered private use.

Vehicles taken home for stand-by and call out duties or any other authorised use must only be used for those purposes. Any other private use is not permitted.

A number of Falkirk Council vehicles are now equipped with Global Positioning Systems (GPS). Its use is intended to improve vehicle utilisation and job allocation as well as helping to ensure employee safety. Where an issue comes to light the system could also be used to support any investigation under the Council’s Disciplinary Policy.

3.2 PASSENGERS

Passengers are only allowed in vehicles where there are seats installed specifically for this purpose. Seatbelts must be worn on all vehicles where they are fitted. They should be worn at all times on or off the main highway. It is your responsibility to make sure your passengers are wearing a seatbelt before moving off.

Members of the public should not be carried as a passenger unless it is directly linked with the Council’s work; for example, if a passenger carrying vehicle is being used to transport service users.

Passengers must not be allowed to ride on or in a trailer of any description or in the cab of a tractor.

Before passengers dismount you should make sure it is safe for them to do so.

3.3 LEAVING VEHICLES/PARKING

Whenever you park a Council vehicle make sure it is parked in a safe place and properly secured.

You should take care when parking vehicles; whether on Council premises, at home or on the street. Make sure it is not blocking the road or parked on pavements or footpaths. You will be liable for any fines incurred from illegal parking.

3.4 LOADING & UNLOADING

You should ensure that all loads are stable and properly secured. If your load has a number of separate items they should be secured so that no single part can move on its own. Load sheets are intended to protect the load from the weather and to stop loose material from being blown from the vehicle. They should not be used to secure a load.
Ropes, chains and other lashings should be checked before use and should be suitable for the job. Lashings should be attached to proper anchor points. You should regularly check that your load is secure.

You should ensure that your vehicle is suitable for the load to be carried. For example, flammable materials such as petrol or liquid petroleum gas (LPG) cylinders can only be carried in vehicles specially adapted or approved for this purpose.

You must ensure that all trailers and trailed equipment is properly hitched with lynch-pins and safety pins inserted where fitted. If the trailer is connected by a ball and socket coupling make sure that the ball and socket is free from all dirt and grime. The emergency safety braking cable should be properly coupled and the jockey wheel raised and secured.

All loose materials like sand, chips, granules or loose waste should be covered by a tarpaulin sheet and lashed.

If the load extends over the front, rear or sides of the vehicle you should get approval from your line manager before driving.

Your vehicle must not exceed its maximum permitted weight at any time. The maximum permitted weight is the weight of the vehicle plus any load it is carrying. If you think your vehicle is overloaded you must report this to your line manager.

You must ensure that all people are kept well clear of the body of the vehicle before and during any tipping or unloading operations. When tipping you must pay particular attention to overhead power lines, wires, lighting, cross girders, doors etc.

It is your responsibility to ensure that the body of the vehicle is correctly secured after unloading.

You must use hazard warning lights when loading or unloading at the roadside. Vehicles should only be loaded or unloaded where it is safe and permitted to do so.

### 3.5 VEHICLE BODY PROPS

If you are required to go under the body of your vehicle in the tipped or raised position you must ensure the body of the vehicle is securely propped using suitable equipment.

### 3.6 VEHICLE HEIGHT

Before driving you must familiarise yourself with the travelling height of the vehicle. You must not drive a vehicle for any distance with the body in the tipped position.
3.7 EMERGENCY EQUIPMENT

Appropriate first aid equipment will be supplied. Where a first aid kit is carried on a vehicle you must regularly check it to ensure that none of the items are out of date or missing. You must report any deficiencies to your line manager.

If a fire extinguisher has been discharged for any reason you should report it to your line manager to be recharged or replaced.

If any piece of emergency equipment is missing you must report the loss to your line manager as soon as possible.

3.8 ROAD CONDITIONS

Weather conditions can cause a range of problems for travel and transport systems. Drive at a speed appropriate to road and traffic conditions. Plan ahead and allow extra time for your journey where necessary. Avoid getting into situations where you are taking risks on the road just to gain a few minutes. You should discuss any concerns regarding driving conditions immediately with your line manager.

3.9 ALCOHOL/DRUGS

It can take several hours for the intoxicating effects of alcohol or drugs to subside. You are not allowed to drive if you are under the influence of alcohol or drugs at any time during the working day.

You should seek advice from your GP when being prescribed drugs of any kind on how they may effect your ability to drive.

You must report anything that could impair your driving abilities immediately to your line manager.

If you are found to have been under the influence of an intoxicating substance while on duty it will be investigated under the Council’s Disciplinary Policy and may be regarded as gross misconduct.

Carrying alcohol or drugs in Council vehicles is not permitted without explicit permission from your line manager.

3.10 SMOKING

Smoking is not allowed in any Council vehicle.

3.11 IN-VEHICLE TECHNOLOGY

The use of in-vehicle technology, like mobile phones, satnav or audio systems, can distract a driver and increase the risk of accident. Distracted drivers generally underestimate the effects that distraction has on them and don’t perceive any reduction in awareness or ability to spot
hazards. You must familiarise yourself with the safe use of in-vehicle systems before starting your journey and avoid making adjustments while driving.

It is illegal to use a hand-held mobile phone while driving. If you are stopped by VOSA or the Police and cautioned or charged you must report this to your line manager immediately. You can carry hand-held mobile phones in your vehicle but must be safely parked with the engine switched off before making or receiving a call.

It is not reasonable for your supervisor or line manager to expect you to answer your phone whilst driving.

If suitable hands-free equipment is installed mobile phones may be used. However, using a mobile phone while driving is still a significant distraction even with hands-free equipment. It can increase the likelihood of drivers being involved in an accident. To help keep you and other road users safe you should:

- not make or receive calls, send or read texts or e-mails or otherwise use a mobile phone while driving.
- switch off mobile phones whenever possible while driving and use voicemail facilities
- only be pick up and respond to messages when it is safe to do so
- satisfy normal business needs by checking mobile phones before or after driving or during a break in your journey
3.12 LIGHTS

You must use headlights during the hours of darkness or at any times when visibility is reduced; particularly in adverse weather conditions. You should never only use side lights when driving.

3.13 SEAT BELTS

You must ensure that you and your passengers wear seat belts on all vehicles and plant where they are fitted. Seat belts must be worn at all times on or off the main highway. This includes parks and landfill sites. There are no exceptions.

3.14 REVERSING

Accidents involving vehicles reversing can result in serious injuries as well as considerable damage to vehicles, equipment and property. Reversing cameras must be used if they are fitted. You must also use a banksman whenever reversing if one is available.

The job of a banksman is to guide drivers and make sure the area behind the vehicle is free of pedestrians, vehicles and any stationary objects. If you are using a banksman make sure you understand the signals they are going to use and you keep them visible at all times.

If a banksman is not available you must drive with all due care and attention to pedestrians, other vehicles and all other stationary objects when reversing.

3.15 AGGRESSIVE DRIVING

Aggressive driving behaviour can take many forms like speeding, driving too close to the car in front or improper lane changing or weaving; the list is long. Most people drive aggressively from time to time through impatience, annoyance or even in an attempt to save time. Many drivers are not even aware when they are doing it. Aggressive driving, regardless of its motivation, can increase the risk of collision. You should:

- plan ahead and allow plenty of time for your journey. Avoid getting into a situation where you are racing to gain a few minutes and taking risks on the road
- try to avoid driving when you are feeling stressful, emotional or angry or if you feel unwell or distracted for any reason
- be courteous to other drivers and avoid actions likely to provoke. Make sure that your driving does not upset others. Set a good example by respecting other road users. Recognise your own aggressive driving behaviour and correct it.
- be polite and courteous even when other drivers behave unreasonably. Do not react to other drivers who are challenging you or may be looking for conflict. Pull over and let them pass. Do not engage in eye contact. Keep your hands on the steering wheel and
do not make any gestures which may show your irritation or frustration with their behaviour.

- Relax behind the wheel. Breathe out slowly, release the tension in your hands, arms and shoulders. Hold the wheel hard again and once more let go and sigh. As you relax, you can begin to think clearly.
- If you are forced to stop stay in the vehicle with the doors locked and engine running ready to drive off. If you are followed drive on carefully to the nearest police station, Council depot or a busy place such as a garage forecourt.

3.16 INCIDENT REPORTING

If you are involved in a traffic collision you must stop, switch off your engine and turn your hazard lights on to alert other road users to your presence.

Your first consideration should be whether the emergency services are needed. If you are able you should provide assistance to anyone else involved so long as it doesn’t put you in any danger. Do not move anyone who is injured unless they are in immediate danger.

Your next responsibility is to record full details of the incident and the circumstances leading up to it. You should complete a Notification of Motor Vehicle Incident form as soon after the incident as possible. You can get this form from your line manager. Some of the details you need to provide may only be available at the time of the incident. You should be prepared to collect the following information:

- A rough sketch of the scene of the incident - showing approximate road widths, traffic lights, signs and names of streets and indicate directions of vehicle with arrows.
- Details of other drivers and vehicles involved including insurance company and policy number and damage caused.
- Name and address of anyone injured as a result of the incident and the nature of the injuries
- Name and address of any independent witness(es).
- Name and number of any police officer present.

You should immediately report the incident to the Police if:

- it involves an injury to a member of the public or a Council employee
- it has caused a hazardous situation
- someone leaves the scene without exchanging details
- you suspect the collision was deliberate to make a fraudulent insurance claim

If the Police are involved you must not move any of the vehicles without first getting their approval.

You must not accept liability or discuss the question of blame with anyone at the time of the incident; regardless of the circumstances.
You must report any incidents to your line manager as soon as possible.

If you are involved in a collision you should also inform your own insurance company. If you fail to report an accident to your insurer your personal policy could be invalidated and any future claims rejected.

3.17 ROADSIDE INSPECTIONS

You must report any roadside inspection by VOSA or the Police to your line manager within an hour of it taking place.
APPENDIX A

AUTHORISED REFUELLING POINTS/ CONTACT DETAILS

FALKIRK COUNCIL DEPOTS

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DESIGNATED GARAGES

Fuel should only be drawn from the AIS Garage, Grangemouth, Falkirk

EMERGENCY CONTACT – FLEET SERVICES

Daytime – 01324 590412
Out of Hours – 01324 503050
DRIVING AT WORK POLICY - DECLARATION

I have read and understand Falkirk Council’s Driving at Work Policy and agree to comply with this Code of Practice. I understand that any breach of these will be viewed seriously and may result in action being taken under the Council’s Disciplinary Policy.

Signature ..................................................

Print Name ..............................................

Employee No. ...........................................

Date .........................
FALKIRK COUNCIL

DRIVING AT WORK POLICY

CODE OF CONDUCT FOR DRIVERS OF NON-COUNCIL VEHICLES

May 2018
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PART 1

1.1 INTRODUCTION

We are committed to maintaining a safe and healthy working environment for our employees, service users and other members of the public.

Driving is an everyday activity but we recognise that workplace transport presents risks to employees and others. Risks that have to be effectively managed as with any other work activity. We will ensure that appropriate management systems, procedures and risk assessments are in place to protect employees and others that could be affected by work activities involving workplace transport.

The Driving at Work Policy applies to all employees who drive at work on Council business. It also applies to people like youth leaders or voluntary drivers for Community Groups who drive to support Council activities. This includes driving as a work activity or travelling between locations in the course of your work. This Code of Conduct is intended for anyone who drives Council vehicles.

You should read this Code of Conduct and complete the declaration at page 10 before carrying out any work related driving. This is to confirm you have read and understood the Code. The signed declaration should be returned to your line manager to file in docstore in your personal file.
PART 2

1. GENERAL

1.1 USE OF VEHICLES ON COUNCIL BUSINESS

Often the simplest means of controlling risk is to avoid it altogether. Meeting with service users and colleagues is a vital part of how the Council does business. So travel is still necessary to support this. But it is still important that travel is planned to make most benefit of your time and those you need to meet. You should also consider the value each person will be adding to the meeting, it may be possible for others to represent your views and provide you with feedback.

Before driving on Council business employees should consider using alternatives. These include:

- Conference calling
- video-conferencing
- walk or cycle to the meeting
- meet at a central location to minimise travel
- public transport

Driving should only be carried out when really necessary and carsharing is recommended wherever it is practical.

1.2 AUTHORISATION TO DRIVE

Before driving your own vehicle on Council business you must complete an “Authorisation to Drive at Work” form and have it approved by your line manager. It is your responsibility to ensure you:

- have a valid driving licence appropriate to the type of vehicle(s) to be driven. More information on driving licence categories is available at https://www.gov.uk/driving-licence-categories.
- do not have a medical condition that impacts on your ability to drive at work;
- confirm that your eyesight meets the requirements set out in the Highway Code
- do not have any driving convictions that would prevent you from driving at work

Any vehicle you drive on Council business must also have:

- insurance that is appropriate for business use
- appropriate and valid road tax
- a valid MOT certificate (if the vehicle is more than 3 years old)

It is also advisable that your vehicle has:
• been serviced according to the manufacturer’s recommendations
• emergency breakdown cover that will provide roadside assistance or for the vehicle to be towed if a roadside repair is not possible

You must repeat this process annually.

1.3 HEALTH

You must report anything that could impair your driving abilities immediately to your line manager. This includes any changes in your health, any personal factors or the effects of any medication or intoxicating substance that could affect your ability to drive.

More information on conditions that can affect an individual’s suitability for driving can be found [https://www.gov.uk/health-conditions-and-driving](https://www.gov.uk/health-conditions-and-driving).

You should have a regular eye-sight test to ensure your vision is of a standard appropriate to driving.

1.4 CONVICTIONS

You must immediately report any endorsement on your licence to your line manager. If you accumulate 8 or more penalty points you may not be allowed to continue to drive for work purposes. This will be managed in line with Council policies and could result in you being redeployed to a non-driving role.

If you are disqualified from driving you must not drive any vehicle on Council business until the endorsement has expired.

1.5 RELEVANT LEGISLATION

You must be aware of and be able to apply the rules in The Highway Code. The Highway Code is available at [https://www.gov.uk/guidance/the-highway-code](https://www.gov.uk/guidance/the-highway-code).

1.6 REST PERIODS

Driving when tired significantly increases the risk of being involved in a collision. Your line manager will provide you with information on how many hours you can drive and the breaks that you need to take. You should organise your work to make sure you are able to take breaks from driving at appropriate intervals.
1.7 ALCOHOL/DRUGS

It can take several hours for the intoxicating effects of alcohol or drugs to subside. You are not allowed to drive if you are under the influence of alcohol or drugs at any time during the working day.

You should seek advice from your GP when being prescribed drugs of any kind on how they may effect your ability to drive.

You must report anything that could impair your driving abilities immediately to your line manager.

If you are found to have been under the influence of an intoxicating substance while at work it will be investigated under the Council’s Disciplinary Policy and may be regarded as gross misconduct.

1.8 SMOKING

You are not permitted to smoke in any vehicle being used on Council business. This includes your own.

1.9 IN-VEHICLE TECHNOLOGY

The use of in-vehicle technology, like mobile phones, satnav or audio systems, can distract a driver and increase the risk of accident. Distracted drivers generally underestimate the effects that distraction has on them and don’t perceive any reduction in awareness or ability to spot hazards. You must familiarise yourself with the safe use of in-vehicle systems before starting your journey and avoid making adjustments while driving.

It is illegal to use a hand-held mobile phone while driving. If you are stopped by VOSA or the Police and cautioned or charged you must report this to your line manager immediately. You can carry hand-held mobile phones in your vehicle but must be safely parked with the engine switched off before making or receiving a call.

It is not reasonable for your supervisor or line manager to expect you to answer your phone whilst driving.

If suitable hands-free equipment is installed mobile phones may be used. However, using a mobile phone while driving is still a significant distraction even with hands-free equipment. It can increase the likelihood of drivers being involved in a collision. To help keep you and other road users safe you should:

- not make or receive calls, send or read texts or e-mails or otherwise use a mobile phone while driving.
- switch off mobile phones whenever possible while driving and use voicemail facilities
- only be pick up and respond to messages when it is safe to do so
• satisfy normal business needs by checking mobile phones before or after driving or during a break in your journey

Just like mobile phones the use of other equipment like SatNav and entertainment systems can be a significant distraction while driving. You should avoid adjusting or operating any equipment while driving. The SatNav should be set before your journey commences and any adjustments should only be when safely stopped.

1.10 ROAD CONDITIONS

Weather conditions can cause a range of problems for travel and transport systems. Drive at a speed appropriate to road and traffic conditions. Plan ahead and allow extra time for your journey where necessary. Avoid getting into situations where you are taking risks on the road just to gain a few minutes. You should discuss any concerns regarding driving conditions immediately with your line manager.
1.11 BREACH OF DRIVING AT WORK POLICY

Any breach of the Policy will be investigated and where, appropriate, dealt with in line with the Council’s Disciplinary Policy.

2. OCCUPANT SAFETY: GENERAL GUIDANCE

2.1 SEAT BELTS

You must ensure that you and your passengers wear seat belts at all times while driving. There are no exceptions.

2.2 HEAD RESTRAINTS

Head restraints for you and your passengers should be adjusted correctly to help protect against whiplash and prevent long term injuries. The top of the head restraint should be level with top of the head and be as close to the back of the head as possible.

2.3 SAFE VEHICLES

It is your responsibility to ensure that your vehicle is safe and legal. You must check that:

- tyres are undamaged (no cuts or bulges), are at the correct tyre pressure for the number of passengers or equipment being carried and have enough tread depth. The legal minimum is 1.6mm but motoring and safety organisations recommend changing your tyres at 3mm
- there are no signs of vehicle damage;
- oil, coolant and windscreen wash levels are correct;
- brakes are working;
- lights and indicators are working;
- windscreen and windows are not damaged;
- washers and wipers are working;
- mirrors are correctly positioned;
- all occupants are using their seat belts and head restraints correctly; and
- loads are securely restrained.

2.4 TRAFFIC COLLISIONS

If you are involved in a traffic collision you must stop, switch off your engine and turn your hazard lights on to alert other road users to your presence.

Your first consideration should be whether the emergency services are needed. If you are able you should provide assistance to anyone else involved so long as it doesn’t put you in any danger. Do not move anyone who is injured unless they are in immediate danger.

You should immediately report the incident to the Police if:

- it involves an injury to a member of the public or a Council employee
- it has caused a hazardous situation
• someone leaves the scene without exchanging details
• you suspect the collision was deliberate to make a fraudulent insurance claim

If the Police are involved you must not move any of the vehicles without first getting their approval.

When you're involved in a collision you're obliged to give your name and address to anyone else involved. You should stop and give your details if you crash into something on or near the road even if there aren't any other people involved. If you hit a parked car, for example, you should leave your details on the windscreen.

You should tell your insurer about the collision as soon as you can. If you don't report it within the time period set out in your policy it may invalidate your cover. You should always inform your car insurance company about a collision even if you don't want to make a claim.

You should try to collect the following information:

• Names, addresses and contact details from any drivers, passengers and witnesses.
• Insurance details for the other drivers. If they are not the registered keeper of their vehicle find out who is and make a note of their name and address.
• The registration numbers of all vehicles involved, plus a note of each vehicle's colour, make and model.
• The time and date of the collision.
• A sketch showing the positions of the vehicles involved
• A description of the weather conditions, plus anything unusual you notice about the road quality or lighting.
• A list of damage to vehicles and a description of any injuries sustained by pedestrians, drivers and passengers.

You may find it useful to take photos of the car accident for use as evidence.

You shouldn’t accept liability or discuss the question of blame with anyone at the time of the incident; regardless of the circumstances. It could count against you later on.

You must report any incidents to your line manager as soon as possible.

2.5 AGGRESSIVE DRIVING

Aggressive driving behaviour can take many forms like speeding, driving too close to the car in front or improper lane changing or weaving; the list is long. Most people drive aggressively from time to time through impatience, annoyance or even in an attempt to save time. Many drivers are not even aware when they are doing it. Aggressive driving, regardless of its motivation, can increase the risk of collision. You should:

• plan ahead and allow plenty of time for your journey. Avoid getting into a situation where you are racing to gain a few minutes and taking risks on the road
• try to avoid driving when you are feeling stressful, emotional or angry or if you feel unwell or distracted for any reason
• be courteous to other drivers and avoid actions likely to provoke. Make sure that your driving does not upset others. Set a good example by respecting other road users. Recognise your own aggressive driving behaviour and correct it.
• be polite and courteous even when other drivers behave unreasonably. Do not react to other drivers who are challenging you or may be looking for conflict. Pull over and let them pass. Do not engage in eye contact. Keep your hands on the steering wheel and do not make any gestures which may show your irritation or frustration with their behaviour.
• Relax behind the wheel. Breathe out slowly, release the tension in your hands, arms and shoulders. Hold the wheel hard again and once more let go and sigh. As you relax, you can begin to think clearly.
• If you are forced to stop stay in the vehicle with the doors locked and engine running ready to drive off. If you are followed drive on carefully to the nearest police station, Council depot or a busy place such as a garage forecourt.

2.6 BREAKDOWNS

Breaking down can be dangerous particularly if you’re on a motorway. Here’s what you need to do to stay safe:

• Make sure you’re in a safe place. Move your vehicle off the road if possible (watch out for any soft verges), or pull up onto the hard shoulder if you’re on a motorway and can’t turn off at the next exit. Make sure you stop as far to the left as you can, with the wheels turned to the left.
• Put your hazard warning lights on. If it’s dark or foggy, keep your sidelights on too.
• Stay well away from moving traffic. It’s usually safest to get out of your car (using the doors facing away from passing traffic) and wait behind a barrier. If you’re on a motorway, move up the bank if you can.
• Wear a reflective jacket if you have one.
• If you’re on a road and it’s safe, you can put a warning triangle at least 45m behind your vehicle. If you’re on a motorway don’t put a warning triangle on the hard shoulder. It’s not safe.
• Telephone the emergency services, or breakdown organisation. Give them accurate details of your location and whether children or passengers with mobility problems are being carried.
• On a motorway walk to an emergency phone on your side of the carriageway. Follow the arrows on the posts at the back of the hard shoulder – the phone is free and connects directly to the Police. This will enable the Police to pinpoint your location.
DRIVING AT WORK POLICY - DECLARATION

I have read and understand Falkirk Council’s Driving at Work Policy and agree to comply with this Code of Practice. I understand that any breach of these will be viewed seriously and may result in action being taken under the Council's Disciplinary Policy.

Signature ..............................................

Print Name ..............................................

Employee No. ..............................................

Date .........................