

safe driving at work



what you need to know to
enable your business to
comply with the law

distraction | tiredness | speeding | journey planning | training | enforcement



YOU CAN'T
AFFORD TO
IGNORE





the **most dangerous** part of any job is the driving

Annually around 3,400 people are killed and more than 44,500 seriously injured in accidents on Britain's roads.

It is estimated that about 30% of these involve 'at work' drivers and as many as 1,000 people die every year in occupational accidents on our roads compared with under 350 in other work related accidents.

Simply complying with basic road traffic laws is not enough to ensure the safety of employees and the general public.

Health & Safety law applies as much to driving for work activities as to all other work related activities and the occupational risks should be managed as effectively.

The new Corporate Manslaughter and Corporate Homicide Act 2007 came into force on 6th April 2008. This is an opportunity for all employers to think again about how risks are managed, including driving at work related risks.



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why you need a driving at work policy

As an organisation, you have a moral as well as a legal duty to manage your employees' risk on the road in the same way as any other Health & Safety issue to protect them and non-employees alike.

You have a commitment to do all that is reasonably practicable to ensure high standards of health, safety and welfare for all employees using vehicles as part of their work.

Risk assessments should be undertaken for all activities.

In line with other Health & Safety policies you should be promoting a positive safety culture throughout the organisation to:

- > reduce the risk of accidents and casualties to your vehicles and staff,
- > reduce the COSTS of these to your company and other road users,
- > indicate your commitment to road safety and care of the environment,
- > encourage drivers to be aware of their own driving standards and to drive safely.



creating a driving at work policy

- > Have you written a Health & Safety policy statement?
- > Does it cover work related road safety?
- > Do your policies and procedures promote safe driving at work?
- > Do you have a policy that encourages employees to use public transport as an alternative to allocated vehicles?
- > Do you employ 'task and finish' policies which encourage drivers not to take risks or drive at inappropriate speeds?
- > Does your policy explicitly cover specific matters such as tiredness, drink driving, etc?
- > Does your policy require employees to comply with the law and use roads safely?
- > Do you have means for monitoring the effectiveness of your policy and do you do enough to investigate whether management could do more to prevent crashes?
- > Do you involve your employees when formulating your policies?
- > Is everyone in the company aware of your driving at work policy?

If you **do not** answer **YES** to all these questions then have a look through this booklet.



how to use this reference guide

We have tried to signpost you to areas of road safety that are essential for you to include in developing your policies and procedures. This will help you ensure the health and safety of your employees and that others are not put at risk by your company's work related driving activities.

Each section relates to a specific area of driving for work related road safety with details of how and where you can go to get more practical help and information.

• Title of publication / download. • Brief description of the content and how it can help you.



• **Managing occupational road risk in voluntary organisations**
 A comprehensive guide for voluntary organisations to assess, identify and eliminate any risk associated with work-related driving.

• Free to download from The Royal Society for the Prevention of Accidents (RoSPA). Free printed copies available - see website.

• http://www.rospa.com/roadsafety/info/voluntary_morr.pdf 

• Information regarding cost and availability.

• Current product image for reference. • Website address - where the information can be found, and dont forget our website www.sussexsaferroads.gov.uk/COSTS

The Corporate Manslaughter and Corporate Homicide Act 2007 is a landmark in law. For the first time, companies and organisations can be found guilty of corporate manslaughter as a result of serious management failures resulting in a gross breach of a duty of care.



the corporate manslaughter and corporate homicide act 2007

The Corporate Manslaughter and Corporate Homicide Act 2007 came into force on the 6th April 2008.

The Act creates a new offence for convicting an organisation where a gross failure in the way activities were managed or organised results in the death of a person. The Act provides a more effective tool for prosecuting the worst corporate failures to manage health and safety.

This is an opportunity for employers to think again about how risks are managed, including driving at work related risks.

Understanding the offence

An organisation will be guilty of the new offence

if the way in which its activities are managed or organised causes a death and amounts to a gross breach of a duty of care to the deceased.

The new test

Juries will consider how the fatal activity was managed or organised throughout the organisation, including any systems and processes for managing safety and how these were operated in practice. A substantial part of the failure within the organisation must have been at a senior level.

Gross breach

Juries will have to take into account any health and safety breaches by the organisation, and how serious and dangerous those failures were.



Duty of care

A duty of care exists, for example, in respect of the systems of work and equipment used by employees, the condition of worksites and other premises occupied by an organisation and in relation to products or services supplied.

Penalties

An organisation guilty of the offence will be liable to an **unlimited fine**. The Act also provides for courts to impose a **publicity order**, requiring the organisation to publicise details of its conviction and fine.

Directors, senior managers or other individuals are not prosecuted for the offence. The offence is aimed at cases where management failures lie

across an organisation and it is the organisation itself that will face prosecution.

However, individuals can already be prosecuted for gross negligence manslaughter/culpable homicide and for health and safety offences.

The full text of the Corporate Manslaughter and Corporate Homicide Act 2007 is available on the Office of Public Sector Information website: www.opsi.gov.uk.

Further guidance is available on the websites of the Ministry of Justice: www.justice.gov.uk

Guidance on health and safety at work is available from the Health and Safety Executive: www.hse.gov.uk.



mobile phone use

Drivers using any kind of mobile phone (hand-held **or hands-free**) have much slower reaction times than those who drive under the influence of alcohol. In fact you are 4 times more likely to crash if you're using a mobile whilst driving.

Research has shown that drivers using a hand-held phone had reaction times **30% slower** than

those over the drink-drive limit and almost **50% slower** than under normal driving conditions.*

Employees not using their mobile phones whilst driving will not stop your company working. However, road accidents, court appearances, hefty fines, bad public relations and prison sentences will!




Driving for work: Mobile phones

A brief outline of all issues linked with the use of using mobile phones whilst driving and how these relate to your Health & Safety and legal responsibilities. Includes an example of a driving at work policy document.

Free to download from The Royal Society for the Prevention of Accidents (RoSPA).

Free printed copies available - see website.

<http://www.rospa.com/roadsafety/info/workmobiles.pdf> 

*Direct Line Mobile Phone Report 2002.



fitness to drive

Driving for work: Fitness to drive

It is the responsibility of both employers and staff to ensure that they are fit to drive. This booklet contains help and advice on the health implications of driving at work.

Free to download from The Royal Society for the Prevention of Accidents (RoSPA). Free printed copies available - see website.

<http://www.rospa.com/roadsafety/info/workfitness.pdf> 



fatigue and tiredness

Research by the Loughborough Sleep Centre indicates that 40% of all fatigue related crashes involve drivers at work, further information and materials are available here.

Think Road Safety website.

<http://www.thinkroadsafety.gov.uk/campaigns/drivertiredness/drivertiredness.htm> 



occupational road risk

As with all other Health & Safety risks, employers have a clear duty to manage occupational road risk. RoSPA have produced a ground-breaking guide to assist business, covering all relevant issues, including:

- > a clear approach to communication,
- > setting-up systems and allocating duties,
- > risk assessment,
- > avoiding risk through safe driving practices,
- > driver training,
- > monitoring and reviewing performance.

RoSPA also provide training for managers and drivers (see www.morr.org.uk).



Managing occupational road risk: A complete guide

This comprehensive publication is the complete guide to the management of occupational road risk. The fully revised 2nd edition offers invaluable help in developing a Health & Safety management approach to tackle the problems in this area.

The Royal Society for the Prevention of Accidents (RoSPA) Bestseller.

£25.00 +VAT* - to buy go to:

http://www.rospa.com/morr/information/morr_guide.htm 

*Price correct at time of going to press.



driver assessment and training

Driving for work: Driver assessment and training

Due to the higher risks involved in driving at work, driver training and continual assessment are essential.


Free to download from The Royal Society for the Prevention of Accidents (RoSPA).
Free printed copies available - see website.

<http://www.rospa.com/roadsafety/info/drivertraining.pdf> 



vehicle maintenance

From researching the best vehicles for your business to regularly inspecting windscreen wipers - keeping your vehicles suitable for the road is critical.

See the 'Driving at work, managing work-related road safety' booklet from the HSE. <http://www.hse.gov.uk/pubns/indg382.pdf> 



vehicle technology and sat nav



Driving for work: Vehicle technology

In-vehicle technology is changing rapidly. This leaflet gives simple information and guidance on how you can develop policies so that work drivers understand the benefits, risks and challenges faced by modern vehicle technologies. Helping to ensure staff are trained in the correct and safe use of each new technology.


Free to download from The Royal Society for the Prevention of Accidents (RoSPA).
Free printed copies available - see website.

<http://www.rospa.com/roadsafety/info/vehicletech.pdf> 

Using sat navs safely

A leaflet giving advice on how to get the best out of your sat nav and avoid the risks that can sometimes come with using them.

The Royal Society for the Prevention of Accidents (RoSPA).
£11.50 +VAT* (pack of 100) - to buy go to:

<http://www.rospa.com/roadsafety/advice/motorvehicles/gps.htm> 



*Price correct at time of going to press.



journey planning

Driving for work: Safe journey planner

Ensuring that work-related road journeys are properly planned and safely completed is an important duty of any employer. This leaflet is full of useful tips and advice.


Free to download from The Royal Society for the Prevention of Accidents (RoSPA).
Free printed copies available - see website.

<http://www.rospa.com/roadsafety/info/worksafejourney.pdf> 



safety equipment and first aid

In addition to your company's existing first aid provisions, vehicle related safety equipment and it's correct operation is obviously vital. Guidance can be found here.

See the 'Driving at work, managing work related road safety' booklet from the HSE. <http://www.hse.gov.uk/pubns/indg382.pdf> 



speed

Driving for work: Safer speeds policy

Inappropriate speed poses a significant danger on work related journeys, therefore employers must take all practical measures to reduce this risk.

Free to download from The Royal Society for the Prevention of Accidents (RoSPA).
Free printed copies available - see website.

<http://www.rospace.com/roadsafety/info/workspeed.pdf> 




drink and drugs

Driving for work: Drink and drugs policy

Covering issues such as drinking, the morning after, medication and illegal drugs.

Free to download from The Royal Society for the Prevention of Accidents (RoSPA).
Free printed copies available - see website.

<http://www.rospace.com/roadsafety/info/workdrinkdrugs.pdf> 






voluntary workers

Volunteer driver's handbook

Anyone who drives for work, including those who do so as volunteers, share the responsibility for ensuring that all driving related risks are properly identified and managed. Packed with useful information and advice this booklet will help to make volunteers aware of an organisation's policies on driving at work.

Free to download from The Royal Society for the Prevention of Accidents (RoSPA).
Free printed copies available - see website.


http://www.rospace.com/roadsafety/info/volunteer_drivers.pdf 



Managing occupational road risk in voluntary organisations

A comprehensive guide for voluntary organisations to assess, identify and eliminate any risk associated with work-related driving.

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Free printed copies available - see website.

http://www.rospace.com/roadsafety/info/voluntary_morr.pdf 



employee's own vehicles

Driving for work: Own vehicles

The same duty of care applies to employers when staff use their own vehicles for work related road journeys. This leaflet also includes a sample policy document.

Free to download from The Royal Society for the Prevention of Accidents (RoSPA).
Free printed copies available - see website.

<http://www.rospace.com/roadsafety/info/ownvehicle.pdf> 



motorcycle use

Safe motorcycling through work

Employers have legal obligations for the safety of staff who use powered 2 wheelers.

Free to download from The Royal Society for the Prevention of Accidents (RoSPA).
Free printed copies available - see website.

http://www.rospace.com/roadsafety/info/motorcycling_through_work.pdf 





reducing your business risk

Driving your business risk down

This comprehensive resource for anyone needing an in-depth understanding of the issues relating to managing occupational road risk.

Produced by road safety officers on behalf of LARSOA (Local Authority Road Safety Officers Association) the brochure contains a web-based CD and comprises of three sections.

- > Policies - suggests areas where policies should be considered, and why.
- > Drivers - highlights items where monitoring and control would benefit an organisation.
- > Vehicles - focuses on specification and documentation that may be required.

Each section also contains examples of best and worst practice, related subject links and web links for further help and information.



LARSOA (Local Authority Road Safety Officers' Association).

£25.00 +VAT* - to buy go to: <http://www.larsoa.org.uk/larsoa/resources/larsoa.php> 

*Price correct at time of going to press.



help for fleet managers - RoSPA

RoSPA's highly successful managing occupational road risk campaign has been extensively adopted by many organisations. It can be employed as the basis of a fleet safety policy to fulfil duty of care and corporate manslaughter obligations.

RoSPA offer an extensive range of training solutions for fleet managers, drivers and staff, delivering courses in many areas, including:

- > managing occupational road risk reviews,
- > driver risk assessment,
- > driver training,
- > specialist courses,
- > RoSPA's in-house training courses,
- > incentives and awards,
- > five-day fleet training.

For full details see RoSPA's 2008 catalogue.



Driver and fleet solutions 2008

View the full range of services and courses in the new 2008 catalogue.

Free to download from The Royal Society for the Prevention of Accidents (RoSPA).

<http://www.rospace.com/drivertraining/catalogue2008.pdf>





help for fleet managers - Fleetcraft

Fleetcraft was founded to help reduce the number of road deaths amongst occupational drivers. Three at-work drivers are killed each day in the UK and there is much that can be done to reduce this. We believe that measures to manage occupational road risks and the development of a safety culture amongst your drivers should be practical and affordable to implement.

New legislation and you

The new Corporate Manslaughter Act came into force on the 6th April and will likely be the prosecution of choice for all at work road deaths. We are here to help guide you through all the legislation covering occupational road users, assess the risks to your drivers and implement changes to keep them safe.

Risk assessment and policy

We can assist you with your risk assessment and will provide help and support to companies to complete their policy, free of charge.

Driver training

Following your initial risk analysis, we offer tailor-made driver training and assessment.

Safe and sound seminars

Fleetcraft also provides free workshops around the UK which your company could attend.

Fleetcraft
raising standards reducing risk

Phone 0845 644 5101
Email info@fleetcraft.net
Website www.fleetcraft.net



Sussex Safer Roads Partnership

In 2007, 68 people were killed and 950 seriously injured in collisions on Sussex roads.

Speed was a major factor in many of those collisions, contributing to needless heartache for victims and families and increasing the strain on hard-pressed NHS resources.


Sussex Safer Roads Partnership aims to reduce this unnecessary toll by cutting the number of motorists exceeding the speed limit on our roads by the use of safety cameras as well as campaigning on wider road safety issues.

Although we do have the power to fine those who break the law by speeding, we would rather persuade drivers to slow down.

You can help us to achieve this by implementing a driving at work policy and educating those who drive for work on the dangers of excessive speed.

Information on speed limits and all Sussex camera locations as well as details of our other campaigns can be found on our website.

For more information from the Sussex Safer Roads Partnership, please visit:

<http://www.sussexsaferroads.gov.uk/COSTS> 



further reference

You can access help and information on many driving at work issues from the following organisations.

Brake - <http://www.brake.org.uk>

AIRSO - <http://www.airso.co.uk>

DfT Driving for Work -
<http://www.dft.gov.uk/drivingforwork>

Highways Agency -
<http://www.highways.gov.uk>

HSE - <http://www.hse.gov.uk>
<http://www.hsebooks.co.uk>

LARSOA - <http://www.larsoa.org.uk>

Occupational Road Safety Alliance -
<http://www.orsa.org.uk>

RoSPA - <http://www.rospa.com>

Safe and Sound - <http://www.fleetcraft.net>

Think! - <http://www.thinkroadsafety.gov.uk>

Acfo- www.acfo.org

If you'd like further information or need advice on any of the issues raised in this guide please email us at www.sussexsaferoads.gov.uk/COSTS



Produced by the Sussex Safer Roads Partnership.



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