**Procedure Title: Driving and Driver Safety**

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# Introduction

## This document must be read in conjunction with the procedural arrangements on (i) Vehicle Safety and Procurement, (ii) Management of Mobile Phones, (iii) Manual Handling, (iv) Workplace Equipment, (v) Accident Reporting, (vi) Drugs and Alcohol and others which impose duties to carry out risk assessments.

## Driving is an important part of the service provided by Leonard Cheshire and for many service users is the only readily accessible means of transport. Driving can be a hazardous activity, around 5000 people are killed each year on our roads, and many more are injured. It is estimated that those driving at work are 16% more likely to have an accident than other drivers. Experience from a range of industries shows that appropriate training and the adoption of safe systems of work can reduce the risk of injury while driving.

## Managers must ensure adequate and appropriate instruction, supervision, and training to all staff and volunteers who are involved in driving for Leonard Cheshire. This training is in addition to the statutory requirements for driving in the UK. The contents of this procedural arrangement are based on the requirement of various Road Traffic Legislation, the amended Management of Health and Safety at Work Regulations and others.

## Driving accidents do not only involve drivers and vehicle passengers. Pedestrians, cyclists and other members of the public using the roads are at risk from the actions of drivers. Leonard Cheshire has responsibilities for the health and safety of members of the public who might be affected by actions of staff and volunteers.

# Definitions

## **Staff**: all references to staff include employees and volunteers.

## **Minibus**: The Transport Act defines a small bus or minibus as a vehicle purchased or adapted to carry more than eight but not more than sixteen seated passengers **in addition to the driver**. Any passenger vehicle weighing more than 3.5 tonnes is also classed as a minibus.

## **Other vehicles:** These are vehicles such as cars and vans that have been converted to carry disabled passengers e.g. converted vans to transport a single wheelchair user.

# Drivers

## Drivers (whether employees or volunteers), will be provided with information about each vehicle in question (provided with a copy or access to the manufacturers handbook), the care of passengers, use of equipment and emergency procedures. All who drive Leonard Cheshire vehicles must hold a full licence applicable to the type/class of vehicle being driven.

## All drivers have a legal duty to notify their manager of any changes to their driving licence including fines or motoring offences, insurance, or their fitness to drive; (employees who fail to do so may be subject to the disciplinary process).

## Drivers who drive Leonard Cheshire’s vehicles must be medically fit and a form declaring their fitness to drive must be completed and signed annually (Appendix I). Drivers must not be on any medication that can make them drowsy, or drive when they are unwell. They should undertake regular eyesight tests. Managers can contact the DVLA for further information. If a driver has a medical condition that might be affected by driving, the manager should consult with an Occupational Health Physician who will assist in establishing their fitness to drive.

## People who drive their own vehicles on Leonard Cheshire business must have a full licence to drive; adequate insurance cover that includes business use and the vehicle must be road worthy and have an in-date MOT certificate.

## Minibus drivers must be 21 or over and have held their car (category B) driving licence for at least 2 years.

## Under the Department of Vehicle Licensing Authority (DVLA) minibus driver’s age is restricted. Drivers must be 21 years or over and under 70. At age 70 other conditions apply: it is possible for drivers to continue to drive but they have to apply to the DVLA for three yearly extensions of license. This will involve other tests which will include medical fitness to Passenger Carrying Vehicles (PCV) standard. All drivers must disclose any medical condition to the DVLA. This requirement is in addition to training and refresher training provided by Leonard Cheshire and will need to take account of additional tasks when carrying disabled passengers such as the need to bend down to secure / release wheelchair clamps.

## Management need to be aware that driving licenses issued prior to 01/01/1997 allow the license holder to drive minibus with up to 16 seats. Licenses issued subsequently only allow the driver to drive vehicles registered for less than 8 passengers excluding the driver. Regardless of the license issue date the requirements of this procedure take precedence i.e. Drivers of vehicles purchased or modified to carry less than 8 passengers must undertake driving training as stated in Section 5.0 & 6.0.

## Where speed limiters have been fitted to a minibus the driver must not drive it in the outside fast lane of a motorway.

# Driving Under Small Bus Permits (Section 19 Permits in GB & Section 10B in N. Ireland)

## Leonard Cheshire services should hold a minibus permit for any minibuses they operate. Minibus permits allow certain organisations to make a charge without having to comply with the full passenger carrying vehicle entitlement (PCV) operator licensing requirements and without the need for their drivers to have PCV entitlement (category D1 or a category D licence to drive larger buses).

## The minibus permit is for a vehicle that can carry between 9 and 16 passengers and can be obtained from the Traffic Commissioners or designated bodies such as a local authority, Community Transport Association (CTA) and various national charities or church organisations. The service provided must be for their own members or for groups of people whom the organisation serves and must not be provided to members of the general public and the charges must be on a non-profit basis.

## The permit arrangements only apply in the UK and you cannot take a permit minibus abroad if it is used for hire or reward unless you hold a PCV entitlement (D or D1 entitlement on the drivers driving licence).

## Drivers of minibuses that have licences issued after 01/01/1997 and are without D or D1 entitlement, will need to have passed a second driving test for D1 entitlement unless all of the following conditions are met on any one use of the vehicle:

1. The driver has held a full B license for an aggregate of two years
2. The drivers receive no payment or other consideration for driving the vehicle other than out of pocket expenses
3. The vehicle weighs no more than 3500kg (also known as Gross Vehicle Weight (GVW) when fully loaded excluding any part of that weight which is attributable to specialised equipment intending for the carriage of disabled passengers – or no more than 4250kg otherwise.
4. There is no trailer of any weight attached
5. The driver is aged 21 or over, but under 70 (unless the driver has passed PCV Medical and gained retention 120).

## It is wherever possible best practice for minibus drivers to have passed the second test. All mini-bus drivers must complete MiDAS training.

## Where a mini bus driver is a paid employee under a section 19 permit but does not have a D or D1 entitlement on their drivers’ licence they will have to pass a second driving test and obtain D1 entitlement on their driving licence.

# Maximum Safe Driving Hours

## Best practice allows for variations in setting maximum driving hours. The following must be followed and is subject to risk assessments to manage road risk – see Appendix II for further details.

* After a driving period of no more that 4½ hours, the driver must **immediately** take a break\* of at least 45 minutes no less;
* Drivers should have a break\* every 2 hours of driving for at least 20 minutes;
* Length of working day - a driver should not work for more than 16 hours between the time of starting and finishing work (including work other than driving and off-duty periods during the working day).

## A break is defined by law as any period during which a driver may not carry out any driving or any other work and which is used exclusively for recuperation. A break may be taken in a moving vehicle, provided no other work is undertaken such as escort duties.

## Drivers must not consume alcohol and must be cautious with their alcohol intake the evening before driving. Further advice about the effects of alcohol on driving can be found in the Procedural Arrangements on **Drugs and Alcohol**. Any reports of people driving under the influence of alcohol will be investigated and may result in disciplinary action up to and including dismissal and possible police involvement.

## If staff, service users or volunteers are aware that the driver has been drinking they must contact the manager immediately.

# Training

## Drivers of passenger vehicles that are not classed as ‘minibus’ are required to undertake training which will cover, as a minimum, all subjects listed in this section. While the level of training required for a minibus driver (e.g. MiDAS) is not a requirement, these drivers will still need to undertake a test drive of the vehicle and records maintained of this test. Refresher training will need to be undertaken at least every four years by the designated person (e.g. in-house MiDAS trainer or external provider). Refresher training might also be considered in light of complaints about the standard of driving. Risk assessments must be used to identify the level of first aid training required for drivers and escorts.

**Minibus Drivers**

## Minibus drivers will be required to undertake additional training. Local Authorities usually provide suitable courses, as do some larger charities such as Mencap, RoSPA and the Salvation Army. A group of training providers have come together to provide a scheme specifically tailored for Charities and the Voluntary Sector. This scheme is called MiDAS; Leonard Cheshire will accept training provided by MiDAS. Minibus drivers must be reassessed at least every four years, in addition to the Section 19 permit requirements. Training includes:

* Driving with people with disabilities;
* Vehicle familiarisation to include a test drive, checking and noting defects;
* Wheelchair clamping appropriate to the equipment on the vehicle to be driven;
* Use of hoists, ramps and lifts - including manufacturers instructions;
* Loading/unloading of wheelchairs and passengers;
* Journey planning – risk assessment;
* First aid, vehicle emergency and evacuation procedures;
* Legal responsibilities (vehicle roadworthiness, safety and welfare of passengers);
* Securing passengers and passenger care;
* Vehicle checks conducted prior and after journeys;
* Dealing with luggage and equipment stowage.

## Minibus drivers are legally required to conform to a ‘higher fitness standard’. The higher fitness standard means that, for example, people with Insulin Dependent Diabetes will not be able to drive minibus, nor will people who have or have had any form of seizures.

**Bus and Coach Drivers**

## For drivers of vehicles larger than a minibus (as stated in 2.0) much of this procedural arrangement will still apply. However, there will be additional requirements on drivers such as a different driving license category.

# Responsibilities

**Drivers**

## There are a number of legal duties placed on drivers for which Leonard Cheshire is unable to assume responsibility for. For example, drivers are responsible for the roadworthiness of the vehicle they drive. Therefore, before setting out the driver must satisfy themselves that the vehicle is fit for the journey, this will include checking that the lights are working, the brakes function properly, there are no obvious defects to the tyres or wheels and checking the vehicle service record to ensure that oil and water have been monitored at the required weekly intervals.

## Drivers must only park where it is legal and safe to do so and note that possession of the Disabled Transport Badge (blue badge scheme) does not allow them to park anywhere. There are certain places where no parking at all is allowed these are - (i) in a bus lane, (ii) where the vehicle would cause an obstruction, (iii) where there is a loading ban in operation (indicated by yellow lines on the kerb and plates on lamp-posts), (iv) where double white lines in the centre of the road and (v) where there are zig-zag pedestrian crossing lines. Some large urban towns and cities have trams or light rail systems; these usually have ‘swept areas’ where no parking at all is allowed at any time.

## Where possible places where passengers are picked up or dropped off should be pre-arranged. Consideration must be given to the safety of the passengers waiting for the vehicle to arrive and whilst they are boarding and leaving the vehicle at these places. Passengers should not board or leave the vehicle from doors opening onto traffic.

## Drivers are responsible for certain aspects of their passengers’ safety, including the proper use of seat belts and the safety of other road users. Doors must be closed but not locked before the driver moves off and drivers must ensure that no-one attempts to enter or leave the vehicle while it is in motion. Passengers must be made aware of the behaviour expected from them as well as journey details.

## A clearly defined written procedure for an accident or other emergency incident such as passenger illness must be kept inside the vehicle and all passengers must be made aware of it (see AppendixIV). Drivers should know what to do in the event of passenger illness; they must have details and a contact number for the relevant persons and understand how to deal with the safety of other passengers whilst dealing with the un-well passenger.

## A list of the passengers being carried with a note of any special medical condition or other needs must be kept in an accessible location with other relevant documents in a place where it can be easily found in case of an accident. The forms in Appendix V are to be used for this purpose.

## Whilst driving, drivers must not use a hand-held mobile phone they must stop the vehicle in a safe place before they do so. Use of hands-free set is not, on current advice, as safe as stopping the vehicle before using the phone. Driving while using a hand-held phone is illegal and will be seen by the police as driving without due care and attention and exercising insufficient control of the vehicle (see Management of Mobile Phones Procedural Arrangements for further information.

## Drivers are able to refuse to drive or continue a journey if they have a concern about any safety aspect of the vehicle, see Procedural Arrangement on Vehicle Safety. Any defects or damage to the vehicle must be reported immediately to the manager or designated person. Drivers must not drive if they feel that their fitness to drive is reduced by fatigue or illness, or under the influence of alcohol or drugs. Leonard Cheshire is not responsible for drivers on their way to or from work.

**Escorts**

## A risk assessment of the planned journey will show whether or not escorts are needed. The escort’s role is to:

* prevent distraction to the driver;
* assist passengers;
* assist in a breakdown/emergency;
* act as a ‘second driver’ (in emergency and on long journeys) only if they have a current full driving licence, are adequately trained etc.

# Child Restraints and Seat Belts

**Child Restraints**

## All children under 14 years old who are less than 1.35m (4’5”) must use appropriate child restraints when travelling in vehicles.

**Seatbelts**

## It is a legal requirement for all vehicle occupiers to wear seat belts or other restraints as required, unless they qualify for an exemption certificate and a copy issued from their GP is attached to their ISP. Signage can be used to enforce this action and should be displayed in all vehicles under the control of Leonard Cheshire:

* Signage in the vehicles in the form of pictograms displayed at every seat position;
* Verbal notification - where the user may be unable to read the signs (sight impaired or learning difficulties for example) or where the driver is aware that the user has not put on the belt;
* Assistance where the user may be unable to fit their own belt.

## Management must ensure that sufficient signs are on all vehicles with daily checks by the drivers to ensure they have not been defaced or removed. All drivers must check that seat belts have been applied prior to the vehicle driving off.

# High Mileage Drivers

## A person driving for more than 25,000 miles a year for Leonard Cheshire has an equivalent risk of death or serious injury as a miner. This risk can be significantly reduced by effective training. Anyone driving more than 15,000 miles a year at work may ask for Advanced Driver training.

# Driving Abroad

## An individual journey risk assessments must be completed for such journeys, as part of this assessment, reference must be made to the Travel Procedural Arrangements. Drivers must familiarise themselves with local traffic laws and signs prior to starting any journey. Regulations that govern journeys outside of the UK depend upon the country or countries being visited and consideration must be given to those countries which are being passed through.

## Drivers must take into account possible additional requirements such as bail bonds, driving hours, warning triangles, spare light bulbs, first aid kits, spare glasses if worn for driving and insurance. Managers can consult one of the main motoring UK organisations or the Countries Embassy or consulate in London for further advice.

# Carrying Luggage

## There are three methods of carrying luggage and equipment, (i) inside the vehicle, (ii) on the roof or (iii) in a trailer. All luggage must be securely stored and evenly distributed. The Gross Vehicle Weight as specified in the vehicle handbook must not be exceeded by the combined weight of the passengers, equipment and any luggage being carried.

**Carrying Luggage inside the Vehicle**

## Any luggage or equipment carried within the vehicle must not obstruct access to any doors, aisles or any occupied seats and emergency equipment and these must be secured.

**Use of Roof Racks**

## Roof racks or roof boxes must be loaded properly in accordance with the manufacturer’s recommendations. If a tarpaulin cover is used it must be securely tied, and all items carried must be securely held so that they cannot come loose and fall off the vehicle. Drivers must not exceed the maximum weight capacity of the roof rack. If overloaded the stability and safety of the vehicle can be adversely affected. Drivers and escorts must be trained in the use of roof racks. Drivers need to be aware of how a loaded roof rack affects the handling of the vehicle.

**Use of Trailers**

## The driver must ensure that when passengers are carried that the access through the emergency rear exit is not restricted in any way by the trailer. Trailers must not be used on any vehicle with rear facing doors which carry passengers, unless there is an emergency door on the offside of the vehicle. Trailers must not be used if there is a ramp or a lift attached to the rear doors as this would prevent their use in case of an emergency.

## Services intending to ask drivers to tow trailers must seek advice from the DVLA to ensure that they have suitable entitlements on their licence (Details can be found on the DVLA pamphlet ‘Driving Licensing Requirements for Towing Trailers in Great Britain INF30). Drivers must have appropriate entitlement on their licence (D1 + E entitlements will need to be considered). In addition to driving licence requirements, all drivers must be trained or already experienced in towing before being permitted to drive a vehicle with a trailer.

## Lower speed limits apply to vehicles with trailers: 50mph on single carriageway roads and 60mph for dual carriageways and motorways. Vehicles with trailers are prohibited from using the outside lane on motorways with three or more lanes.

# Safe System of Work

## **Managers must have:**

* Copies of driving licences for every driver, the copies must be replaced every twelve months
* A driver declaration form for every driver (Appendix I) must be completed yearly and kept in the personal files
* Copies of road risk assessments where these refer to regular journeys
* Evidence of competence for training providers
* Spare keys for services’ vehicle(s)
* Contingency arrangements for breakdowns and rescues
* Check list have been completed for all Leonard Cheshire owned vehicles as per the procedural arrangement for management of vehicle safety and procurement
* Drivers driving their own vehicles on Leonard Cheshire business must complete the self assessment under Appendix III. Managers must review this assessment and ensure action plans are complete. Completed assessments to be kept in personal files. This self assessment should be completed on an annual basis or when the vehicle is replaced, modified or following an accident or work related illness

## **All Drivers must have:**

* A valid UK or EU driving licence and appropriate entitlement
* An appropriate level of fitness (minibus drivers must meet a higher fitness standard)
* Access to the following procedural arrangements: Driving and Driver Safety, Use of Mobile Phones, Management of Vehicle Safety and any other relevant procedures such as Manual Handling

## **Drivers of Leonard Cheshire’s Vehicles must have:**

* The appropriate level of driver training as specified in 5.0 and 6.0 and where appropriate training in ‘driving for people with disabilities’
* Individual risk assessments where a medical condition might affect their fitness to drive

## **Drivers must:**

* Obey the rules of the road and road traffic law
* Inform the manager immediately of any circumstance which affects their fitness, ability or right to drive (as well as notifying DVLA)
* Inform the manager of any fault with Leonard Cheshire’s vehicle
* Inform the Manager immediately if any fault with the vehicle which presents a risk to health and safety and who will make arrangements for the vehicle to be taken out of service straight away
* Complete the vehicle logbook before and after every journey and leave the vehicle in a clean and tidy condition
* Report all incidents/accidents

# Further information

## A RoSPA publication entitled ‘Vehicle Safety a Code of Practice’ provides further in-depth guidance for services which have vehicles. This publication can be downloaded from the internet free from [www.rospa.com](http://www.rospa.com) The CTA provide free advice and guides downloadable from the intranet from www.communitytransport.com

Appendix I

**ANNUAL DRIVER DECLARATION FORM**

Service Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that in order to drive a vehicle owned by Leonard Cheshire Cheshire I must:

* Be in possession of a full clean Driving Licence (though discretion may be exercised for minor offences) - All driving convictions must be declared (if yes please supply full details on separate piece of paper). The manager or nominated person has a copy of my current licence annually.
* Be, medically fit - I do not, as far as I am aware, have any of the following conditions or symptoms:

🞎 Seizures

🞎 Sudden blackouts or attacks of giddiness or fainting

🞎 Heart disease causing me to wear a Pacemaker

🞎 Diabetes

🞎 Angina

🞎 Stroke

🞎 Parkinson’s disease

🞎 Other neurological condition

🞎 Tunnel vision

🞎 Night blindness

🞎 Any other visual difficulty which affects the eyes (conditions which are corrected by glasses or contact lenses are not included)

🞎 Psychological confusion or psychiatric disorder

🞎 Alcohol or drug dependency

* Continuing permanent difficulty in the use of arms or legs which impairs

my ability to drive

* Any other – give details on reverse
* Has any motor insurer at any time

🞎 Declined your proposal for insurance

🞎 Required any special conditions on your policy

🞎 Cancelled or refused to re-new your policy

* Please give details of any accidents during the past 5 years in connection with any vehicle driven by you.

(Tick all those that do apply and provide full details on a separate piece of paper)

I understand that if I have any of the conditions or symptoms indicated above the manager will seek further advice from a medical specialist or health and safety policy adviser and I may not be able to drive for Leonard Cheshire depending on the advice given.

I understand that:

* my information (which may include “sensitive data” for the purposes of the Data Protection Act) will be used to arrange and administer insurance cover and it will be disclosed for this purpose only
* from time to time industry regulators and our auditors may require you to disclose some or all of the information for legal or regulatory purposes
* insurers pass information to the Claims and Underwriting Exchange Register and the Motor Insurance Anti-fraud and Theft Register, these registers have been established to help check the information provided and to reduce fraudulent claims and they may be searched when dealing with insurance cover relating to my driving any of your vehicles
* under the conditions of your insurance policy, you must declare all incidents whether or not they may result in a claim and I must therefore declare them

I understand that supplying false information as a volunteer is a serious breach of trust; as an employee, a breach in my contract of employment with Leonard Cheshire and could lead to disciplinary action.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Driver) (Manager)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix II

**Journey Planning and Risk Assessments**

Where possible the journey should be planned well in advance and will generally fall into one of two broad categories: (i) routine journeys – (one which will be taken at regular intervals with little variety) and (ii) occasional or unusual journeys – (journeys to places which may be visited once a year or less). The journey plan must not be viewed as a rigid schedule. In particular, drivers must never feel under pressure to drive at unsafe speeds in order to meet deadlines. If road conditions mean that a journey is delayed, this must be accepted philosophically as a fact of life. Drivers must never exceed speed limits. If a journey is delayed a passenger, or the escort should phone the destination to advise them of the changed arrival time.

**For** **routine journeys**: Risk assessments must contain detailed plans which contain clear information about journey times etc. The advantage is that this plan will only need to be prepared once and will only need to be reviewed if there is a major change in traffic conditions, such as the construction of a new road. The plan must include some degree of flexibility to take into account varying weather or traffic condition.

**For occasional or unique journeys**: The plan must define the route to be used, the expected duration of the journey, and if it is likely to involve more than two hours driving, must include details of break points at prescribed time intervals, (which will allow the driver to rest). The time allowed must take account of safe driving speeds or any other restrictions and allow for delays. Consideration must also be given to the needs of the passengers when planning breaks; it may be that the journey will need to be broken at more frequent intervals if passenger comfort requires this. In all cases the plan should indicate how the expected risk of the journey would be reduced, e.g. by avoiding schools in the early morning or late afternoon. The local police or driving associations will be able to give advice about safer routes. Some of their general advice is – (i) use motorways for long journeys; (ii) use arterial routes (ring roads) if available; and (iii) avoid driving through residential areas wherever possible. The plan will need to allow for any particular ‘care needs’ associated with the passengers and will therefore indicate whether an escort or additional driver(s) are needed.

Note: The planned details of duration, departure and arrival time must be given to the manager. Managers must always be aware of roughly where the service’s vehicle(s) are. **Service users have a right to change their minds about where they want to go** and people sometimes just like to ‘go for a drive’ with no particular destination in mind. In these circumstances Leonard Cheshire recognises the over-riding consideration which should be given to service users wishes. It may be possible to plan some of the more frequently used pleasure drives in advance.

Appendix III

**Self-Risk Assessment - Driving Own Vehicle in Connection With Workplace Activities (not Minibus drivers or trailer use)**

|  |  |
| --- | --- |
| Driver: |  |
| Description of vehicle: |  |
| Date: |  |

**Note to managers**

* Not every question listed below will be appropriate to the areas or conditions that the driver might reasonably be expected to drive.
* Some items are not mandatory but are good practice these are marked as (\*).
* You will need to make an action plan to reduce any risks and set a review date to revisit the assessment and the action plan.

**Note to employees and managers**

The purpose of this Self-Risk Assessment is to

* Assess the driving involvement prior to using their own cars in connection with workplace activities.
* Bring to the attention of managers concerns and issues regarding driving in connection with workplace activities.
* Suggest control measures that might reduce the risk of driving and road traffic related workplace injury or illness.

**Note to drivers**

* Write down additional information and suggestions about control measures at the end or on a separate piece of paper.
* Discuss the results of this self-risk assessment with your manager and together make an Action Plan to reduce the risk of injury or ill health from driving your own vehicle in connection with work activities.

|  |  |  |  |
| --- | --- | --- | --- |
| YES NO N/A | | | |
| Are you authorised by your manager to use your own vehicle in the execution of your employment? |  |  |  |
| Have you read the Leonard Cheshire Corporate Health, Safety and Environment Policy Procedural Arrangement – Driving and Driver Safety? |  |  |  |
| Have you completed the Driver Declaration contained in the Leonard Cheshire Corporate Health, Safety and Environment Policy Procedural Arrangement – Driving and Driver Safety? |  |  |  |
| Have you read the Leonard Cheshire Corporate Health, Safety and Environment Policy Procedural Arrangement – Mobile Phones? |  |  |  |
| Do you have insurance that includes business use to cover you to drive the stated vehicle? |  |  |  |
| Do you have a full valid UK or EU driving licence for the class of vehicle stated? |  |  |  |
| Does your manager have a copy of your driving licence (replaced annually)? |  |  |  |
| Is the stated vehicle serviced in accordance with the manufacturer instructions and does it have a valid MOT certificate? |  |  |  |
| Are you aware that Leonard Cheshire is not responsible for the roadworthiness of your vehicle? |  |  |  |
| Are you aware that you are responsible for ensuring that your vehicle is fit for the journey? |  |  |  |
| Are you aware that you are responsible for ensuring that passengers use seatbelts? |  |  |  |
| Are you aware that it is illegal and unsafe to use any handheld mobile phone whilst driving? |  |  |  |
| Are you aware that you must not use mobile phones while on fuels station(s) forecourts due to the risk of igniting fuel vapour? |  |  |  |
| Are you aware that drivers need to take regular rest breaks? |  |  |  |
| Are you aware that the total time including driving and non-driving activities should not exceed 16 hours? |  |  |  |
| Are you aware of the dangers of drinking alcohol with regard to driving and that alcohol can remain in the body for up to 24 hours? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| YES NO N/A | | | |
| Are you aware that Leonard Cheshire is not responsible for parking or speeding fines? |  |  |  |
| Are you aware that Leonard Cheshire is not responsible for drivers on their way to and from work? |  |  |  |
| Are you aware that you are not required to drive if you feel that your fitness to drive is reduced due to fatigue or illness? |  |  |  |
| Are you or your stated vehicle covered by a breakdown service? |  |  |  |
| Are you or your stated vehicle covered by a recovery service? |  |  |  |
| Do you carry a First Aid Kit in the stated vehicle? |  |  |  |
| Do you carry a functioning torch in the stated vehicle? |  |  |  |
| Do you carry a mobile phone in the stated vehicle that can be used in an Emergency? |  |  |  |
| Do you ensure that someone is aware of your journey, route and arrival time for journeys, other than routine journeys? |  |  |  |
| Do you consider carrying personal emergency items, such as drinks, sweets and warm clothing, if driving in remote areas or when there is a risk of inclement weather? |  |  |  |
| Do you have a personal strategy for dealing with “road rage”? |  |  |  |
| Do you lock the doors of your car from the inside when driving? |  |  |  |
| Do you, where possible, park in a well-lit public car park (e.g. not isolated)? |  |  |  |
| Do you keep packages and other items out of view from passers-by? |  |  |  |
| If you drive more than 15,000 miles a year at work, have you attended advanced driver training? |  |  |  |
| Are you aware of the dangers of some prescription drugs with regard to driving? |  |  |  |
| Can you assure your manager that you do not have a medical condition that excludes you from driving the stated class of vehicle? |  |  |  |
| Are you aware that you must inform your manager of any circumstance that affects your fitness, ability or right to drive? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| YES NO N/A | | | |
| Are you aware that you must inform your manager and review this self-risk assessment if any conditions stated above change? |  |  |  |
| *(other issue)* |  |  |  |
| *(other issue)* |  |  |  |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTES**

For discussion with your manager:

* Ideally you should be able to answer YES to all the points above.
* Take this Self-Risk Assessment to your manager and discuss with them the points to which you have answered NO or Not Applicable.
* List below any concerns you may have regarding driving in connection with work.
* Make suggestions for control measures to reduce the risk which you can discuss with your manager.
* Where your manager agrees with any control measure that requires action, they will complete the action plan. Even if there are no points for action they will sign the action plan and appoint a review date to revisit this risk assessment with you.

**Action Plan**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Action Plan -** Self-Risk Assessment -Driving own vehicle in connection with workplace activities (not Minibus drivers or trailer use) | | | | | |
| Point No. | Hazard Description | Action Required | Target date | Action to be completed by | Completed  (Name & date) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Self Assessment and Action plan agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name) *(manager)*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(manager)*

Routine Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix IV

**Accident Procedures**

In the event of an accident involving a vehicle, you must:

* Stop
* Not move the vehicle unless dangerous to leave it where it is
* Immobilise the vehicle
* Evacuate the passengers **only** if there is a risk of fire or further accident
* Alert other road users
* Check carefully for injuries and make passengers comfortable
* Give details to anyone having reasonable ground for requiring them
* If someone is injured and particulars cannot be exchanged then report to Police as soon as possible and within 24 hours
* Make a note of relevant details (e.g. witnesses, time, diagram)
* Inform the manager/service
* If you have a camera or a mobile phone with this facility, take as many photographs as required of the vehicle and the other(s) involved and of the occupants
* **You Must Not**
* Admit liability
* Discuss the accident with anyone at the scene except the police
* Visit other parties involved in the accident
* Talk to the media

**Evacuation Procedures**

* Get the passengers out and a safe distance away from the vehicle

Vehicle fire:-

* Stop the vehicle and engage the handbrake
* Switch off the engine and put the gear stick into gear
* Tackle the fire only if it is safe to do so, but don’t waste too much time
* Engage the fuel cut-off if there is one
* Calmly ask passengers to leave the vehicle by the nearest exit
* Assist passengers to leave the vehicle
* Close the doors of the vehicle
* Do a head count
* Call the emergency services

Complete the Leonard Cheshire’s internal accident/incident form.

Appendix V

**Service Users’ Vehicle Access Form**

**Service User details**

Weight bearing  Needs support of  on walking.

|  |  |
| --- | --- |
| Aids required by service user   * Walking stick * Frame * Electric wheelchair * Manual wheelchair |  |
| Primary Disability |  |
| Communication |  |
| Relevant Secondary Disability |  |
| Relevant additional information |  |
| Allergies |  |
| Medication regime/support needs |  |

**Access to Home**

Escort needed 

Type of Accommodation: - Flat /House – Collection area (Tick):- other: -please state

* Outside Lobby
* Entrance Hall
* In home

Carers: - Stay in home  Escort to bus 

Phone: - ring on arrival outside  Ring on transit 

Steps from pavement  No of steps outsides  No of steps inside 

Lift?  Which floor?  Accessible to wheelchair 

**Phone and Mobile No**

**Name of Service User**

**Address**

Completed by Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sig \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewed date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vehicle needs**

Walk up vehicle steps  with support 

Enter vehicle in wheelchair via lift 

Sits in vehicle seat with seat belt unaided 

Transfers from wheelchair to vehicle seat unaided  supported with transfer 

Stays in wheelchair – clamped X4 (restraints) seat belt dispensation from GP 

Roller seat belt clamped to floor  copy on file 

**Comments if relevant to emergency situations**

**Emergency – Contact Details**

|  |  |
| --- | --- |
| **Manager**:  Phone no:  Mobile no: | **Team leader**:  Phone no:  Mobile no: |

|  |  |
| --- | --- |
| Next of kin/carer  Name:  Phone no:  Mobile no: | GP  Name:  Phone no:  Mobile no: |

**Time constraints for outings/visits**

Earliest pickup time:-

Latest return time:-