

APPENDIX 36 – Road Safety

Policy

As part of our overall health and safety policy, NICVA is committed to reducing the risk which our staff face and create when driving for work. A significant number of NICVA staff use their own cars to occasionally attend pre-arranged or ad hoc meetings, seminars or training events. Certain considerations and health and safety requirements apply to staff who drive occasionally or for short distances while at work. Commuting is not deemed to be driving at work, unless the employee is travelling to a location which is not their usual place of work.

Legal Responsibilities

NICVA's duty as an employer under road traffic law and the Health and Safety at Work (NI) order 1978, requires us to ensure as far as is reasonably practicable, the health and safety of our employees while they are at work. NICVA also have a responsibility to ensure others are not put at risk by our staff's work related driving activities.

In order to comply with the legal provision of the health and safety legislation, all staff members who drive in any capacity for business purposes will be required under go an assessment of the risks to the health and safety, while they are driving at work.

Managing work related road safety

Line Managers must ensure

- They also lead by personal example.
- They do not expect staff to answer all calls whilst driving.
- They encourage a passenger to use the phone .
- Work practices do not pressure staff to use their mobile whilst driving.
- Periodic checks are conducted to ensure policy is being followed.
- They challenge unsafe attitudes and behaviours.

Staff who drive for work must

- Confirm that I have a valid driving licence, that the vehicle used is roadworthy with a valid MOT certificate, and meets with relevant legal requirements including, but not limited to, taxation and business insurance.
- Inform NICVA immediately of prosecution pending for any road traffic offences

- Plan their journeys.
- Take sufficient rest breaks.
- Must never make or receive calls on a hand held mobile phone (This is potentially a disciplinary matter).
- Use the hands free or bluetooth at all times
- Co-operate with monitoring, reporting and investigation procedures.
- Ensure they follow medical advice; or if necessary, avoid driving whilst on prescription medication.
- Ensure they know what to do in the event of an accident.
- Be familiar with NICVA's policy on work related driving

When Planning the Journey staff should:

- get directions and plan their route
- scheduling their work to avoid pressure
- check traffic alerts
- ensure a realistic time allowance
- avoid unnecessary pressure
- consider the distance
- ensure you have enough fuel, water oil for the journey
- consider weather conditions.

Driver Declaration

Driver's Name _____

Role _____

How long have you held a full driving licence? _____

Do you have prosecution pending for any road traffic offences?

Yes/No

If you have answered YES to the above please provide full details below
(including dates, circumstances, costs of accidents and fines etc.)

Is your vehicle taxed for the current year?

Yes/No

If your vehicle is 3 years old or more do you have a valid MOT certificate?

Yes/No

Do you have appropriate business insurance if driving your own vehicle for
business purposes?

Yes/No

I hereby declare that the answers given above are true to the best of my
knowledge and belief.

Drivers Signature _____ Date _____

*Staff should make HR aware of any changes. To omit any information is
potentially a disciplinary matter.*

Risk Assessment

ACTIVITY/ AREA OF CONCERN- (WHO MIGHT BE HARMED)	HAZARD	CURRENT CONTROLS	Tick Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/> No <input type="checkbox"/> answers require investigation or remedial action.	COMMENTS ACTIONS REMEDIAL MEASURES
Staff driving to meetings/seminars/training events etc. (Driver, passengers and other road users)	Road works or unexpected events.	Road Safety Policy and driver declaration. All Staff have completed a declaration form to ensure all drivers have appropriate licence and insurance. Staff advised to allow plenty of time on journeys for delays or unexpected events. Staff are required to abide by road traffic law while driving during NICVA business.	Do you ensure you allow plenty of time to complete journeys safely?	
	Lack of knowledge of area	Road Safety Policy and driver declaration. Staff advised to plan journey and allow plenty of time to arrive at destination. Staff should ensure they have clear maps or directions to their destination. Staff should call NICVA office for help or support with directions.	Do you ensure you have clear map or directions before leaving the office? Do you have contact number/mobile/charge for phone if you get lost?	
	Long journeys/ Driving at night	Road Safety Policy and driver declaration. Staff advised to plan journey and allow plenty of time to arrive at destination. Staff travelling long distances or late in the evening should ensure they have sufficient fuel and a charged mobile phone etc. Staff advised on keeping in touch. Drivers should be fatigue	Do you ensure your car has sufficient oil/petrol before setting out on a long journey?	

		aware and ensure they stop safely refreshment/rest breaks if they are feeling tired or on a long journey.	Do you stop for breaks when driving long distances? Do you always inform someone where you are going and when you will be expected back?	
	Driving in bad weather	Road Safety Policy and driver declaration. Staff are advised to cancel meetings were they feel unhappy about driving in bad weather conditions or if there are sever weather warnings. Staff are required to abide by road traffic law while driving in various weather conditions.	Would you rearrange a meeting etc where sever weather was expected?	
	Using mobile phone while driving	Road Safety Policy, driver declaration, Disciplinary Procedure. Staff are required to abide by road traffic law and mobiles should never be used while driving.	Do you always ensure you pull over safely before using your mobile?	
	Problem with Car/tax, insurance	Road Safety Policy, driver declaration, Disciplinary Procedure. Staff are required to abide by road traffic law and mobiles should never be used while driving.	Do you always ensure your car is road worthy and fully taxed and MOT'ed?	

	Drive under pressure	Road Safety Policy Staff are required to abide by road law, plan journey and allow plenty of time to arrive at destination. Driver should never be put under pressure by managers or colleagues while driving, by either phoning a staff member while they are expected to be driving or adding pressure of time constraints, unexpected short notice of journey or delays to their journey.	Do you always abide by the speed limits? Do you always ignore a call or text while driving?	
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Name of Staff Member: Name of Assessor:

Date