

<b>Committee(s)</b>	<b>Dated:</b>
Establishment	9 December 2020
<b>Subject:</b> Corporate Transport Policy (re-draft)	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>1,2</b>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>N</b>
<b>If so, how much?</b>	<b>N/A</b>
<b>What is the source of Funding?</b>	<b>N/A</b>
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>N/A</b>
<b>Report of:</b> Director of Human Resources / Director of the Built Environment	<b>For Decision</b>
<b>Report author:</b> Justin Tyas, Health Safety and Wellbeing Manager / Sarah Maxwell, Corporate Transport Manager	

### Summary

This report outlines proposed revisions and updates to the existing Corporate Transport Policy (Health and Safety) which is overdue for review.

The changes proposed are detailed below and reflect changes to government guidance as well as organisational development.

There are no anticipated additional costs associated with implementing the policy updates and to subordinate guidance. Measures required will continue to be met from departmental local risk budgets.

### Recommendation(s)

Members of the Establishment Committee are asked to:

- Approve the revised Corporate Transport Policy (Health and Safety)

## **Main Report**

### **Background**

1. Driving is one of the most dangerous work activities that our staff do regularly. One third of driver fatalities on the roads involve people who are driving for work. Health and safety legislation places a duty of care on the City of London Corporation, as an employer, to identify and control the risks to which our staff who are driving in the course of their duties are exposed.
2. The Health and Safety Executive (HSE) in collaboration with the Department for Transport and the Royal Society for the Prevention of Accidents have published Guidance for Employers on "*Driving at Work – Managing work-related road safety*". This Guidance clearly states their view that the requirements of Section 2 of the Health and Safety at Work etc Act 1974 and Regulation 3 of the Management of Health and Safety at Work Regulations 1999 apply to all work-related activities, including work-related driving.
3. The City Corporation has highlighted a Corporate Risk (CR) (CR20) for Road Safety. Several departments have highlighted and focused on aspects of workplace transport as key areas of priority risk emphasis including Markets and Consumer Protection and Open Spaces.

### **Current Position**

4. The City Corporation has an existing Corporate Transport Policy that was approved by the Establishment Committee in July 2015. Apart from a minor administrative change (update to embedded links in October 2016) the policy had not been reviewed.
5. The current Corporate Transport Policy does not apply to the City of London Police who have their own procedures and arrangements. The Policy does not apply to Members.
6. The Corporate Transport Policy focuses on safe drivers, safe journey planning and safe vehicles. The Policy is supported by subordinate guidance and whilst it falls under the overarching umbrella of the Corporate Health Safety and Wellbeing Policy, the technical expertise sits under the department of the Built Environment (Transportation & Public Realm - Cleansing).
7. Consultees have included the Departmental Safety Managers Forum members, Occupational Health, the Director of Procurement, and the Transport Coordinators Group and Corporate Health, Safety and Wellbeing Committee. All Chief Officers were consulted for one month on the proposed changes and there were no adverse challenges made.

## **Proposals**

8. The proposed updates / changes to the Corporate Transport Policy which reflect changes government guidance and include City Corporation organisational development are detailed in **Appendix 1**.

## **Corporate & Strategic Implications**

9. The proposed revisions / updates to the Corporate Transport Policy (Health and Safety) supports the delivery of our corporate objectives but in particular it contributes the outcomes of:

- People are safe and feel safe
- People enjoy good health and wellbeing

The Corporate Transport Policy supports our focus on safe drivers, safe vehicles and safe environments/premises. It also supports the risk mitigations for the Road Safety Corporate Risk (CR20).

## **Financial and resource implications**

10. There are no anticipated additional costs or resource implications associated with implementing the policy updates and to subordinate guidance. Measures required will continue to be met from departmental local risk budgets.

## **Legal, risk and security implications**

11. The Corporate Transport Policy and associated procedures, when implemented, support and the protects the City Corporation from the of risk of non-compliance with the Health and Safety at Work Act 1974 and associated regulations. Duties under the Road Traffic Act 1991 also apply. Any vehicle related fatality could potentially be investigated under the Corporate Manslaughter Act 2007.
12. Organisations also have duties under road traffic law, e.g. the Road Traffic Act and the Road Vehicles (Construction and Use) Regulations, which are administered by the police, and other agencies such as the Driver and Vehicle Standards Agency (DVSA). Having a vigorous Corporate Transport Policy assists the City Corporation to meet our legal obligations and reduces the risk of adverse outcomes.
13. The Corporate Transport Policy with its appropriate and robust driver safety and licencing checks positively supports the City Corporation's Security Strategy.

## **Equalities implications**

14. The City Corporation is committed to:
  - Eliminating discrimination and promoting equality and diversity in its Policies, Procedures and Guidelines, and

- Designing and implementing services, policies and measures that meet the diverse needs of its population and workforce, ensuring that no individual or group is disadvantaged

15. In applying the Corporate Transport Policy, the City Corporation will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.

16. The revised policy does not appear to have any adverse effects on people who share protected characteristics and no further actions are anticipated at this stage.

### **Climate implications**

17. No change anticipated. However, continuing to ensure environmental impacts are considered during fleet replacement and a good standard of servicing and maintenance is maintained for vehicles, will reduce the environmental impact of our business.

### **Conclusion**

18. There is significant good practice associated with the management of corporate transport at the City Corporation. However, the Corporate Transport Policy is overdue for review.

19. Proposed updates / revisions to the Corporate Transport Policy are proportionate, reflecting changes to government guidance and internal organisational development and are aligned with our Corporate Plan's outcomes and organisational objectives.

### **Appendices**

None

### **Background papers**

[Corporate Health Safety and Wellbeing Policy](#)

[Driving at Work – Managing Work Related Road Safety](#) (HSE)

[An Introduction to Managing Occupational Road Risk](#) (ROSPA)

### **Report author**

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## Appendix 1 - Proposed changes / revisions to the Corporate Transport Policy

1	<p>Document Control sheet put in that the policy should be reviewed every 3 years or in line with changes to legislation.</p> <p>Page 2</p>
2	<p>Updated the introduction to the policy and highlighted the CR20 Risk. Our policy actively supports the management of the risk and road safety ensuring people are safe and feel safe.</p> <p>Page 3</p>
3	<p>Emphasise that specialist vehicles should be compliant under PUWER: PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998.</p> <p>Page 3</p>
4	<p>Policy scope, where the Corporate Transport policy sits and who is responsible for the ensuring the policy is being adhered to. Starting with Health and Safety and Town Clerks and that DBE Corporate Transport Manager (CTM) will audit departments to ensure compliance. Auditing and monitoring have been implemented and is continuing.</p> <p>Page 4</p>
5	<p>Set out the minimum standard for Plant and Vehicle maintenance and accreditation: Fleet Operators Recognitions Scheme (FOR's) and Construction Logistics and Community Safety (CLOCs) for departments that may require the standard.</p> <p>Page 5</p>
6	<p>5.4 Changed from Line managers' responsibilities to Corporate Transport Manager's (CTM) responsibilities with a structure of Town clerk first then Chief Officers/ Head Teachers the CTM, then line managers' responsibilities and roles with the policy. Further information will be found in the subordinate guidance. No change to the responsibilities just a change in the structure.</p> <p>Page 8/9</p>
7	<p>5.7 Health declaration and Other employment forms for all drivers who drive a City of London vehicle. They will be required to declare if they are taking any medication that could affect their driving and a computer eye test which will be required to be completed every 6 months.</p> <p>Other employment declaration forms will enable drivers to declare if they have any other work so we can manage fatigue and the effects of the working hours and their driving ability. This is also done every 6 months. All forms found on the intranet; the guidance gives further details.</p> <p>Page 11</p>

8	<p>5.6 All vehicles should have a minimum of a safety check every 6 months or 26 weeks to ensure it is road worthy unless covered by the PUWER standard. The subordinate guidance gives further details.</p> <p>Page 10</p>
9	<p>5.7 Professional drivers must follow the drivers' medical flow chart and follow the health declaration forms and other employment forms with the guidance of the flow chart. To avoid breaching the driver's hours and working time directive.</p> <p>Page 11</p>
10	<p>5.14 Changes to the ages of Vocational drivers who are required to have a full medical. The ages will now fall in line with DVLA. The health declaration forms should flag up any issues where occupational health will be required in between these ages for full medicals. Plus, these are now only required for vocational drivers not every driver over the age of 45.</p> <p>Page 14</p>
11	<p>Incident reporting should all be recorded onto the incident line and to ensure insurance details are exchanged. In the event of street furniture damaged then they are required to inform the police.</p> <p>Page 15</p>
12	<p>Duties of Premises Controllers / Site managers – they are responsible for ensuring robust workplace and transport procedures are in place. Ensuring there is a responsibility to have safe drivers, safe site and vehicles under their control.</p> <p>Page 16</p>