

Health and Safety-Corporate Transport Policy

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Document Control Sheet

The policy should be reviewed every 3 years or in line with changes to legislation or driving laws.

Revisions

| Version | Page/Para no | Change | Approved |
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| Original Document Approved 16th July 2015 | First document | | Establishment Committee |
| 02 (Oct 2016) | 5.7 & 7 7.2 | Update to driver mandate. Link updated. | Jim Graham |
| December 2020 | As documented in report to Establishment Committee | <i>Establishment Committee report – Appendix 1</i> | Draft |

1. Introduction

It has been estimated that up to a third of all road traffic accidents involve somebody who is at work at the time. This may account for over 20 fatalities and 250 serious injuries every week.

The limited space on the Square Mile's medieval street network has to cope with the increasing use of the highway by vehicles, pedestrians and cyclists within the City of London.

The City Corporation has highlighted a Corporate Risk (CR) (CR20) for Road Safety. Our policy actively supports the management of this risk, and our Corporate Outcome that *People are safe and feel safe*. This Corporate Transport Policy provides an overarching corporate framework for managing (powered vehicle) occupational road risk and is supported by subordinate guidance.

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".

For specialist vehicles, e.g. fork-lift trucks, JCBs and HGVs etc any specific items, HSE guidance or the Provision and Use of Work equipment Regulations (PUWER) 1998 will need to be considered in addition to the requirements of this policy.

This policy should be read in conjunction with the City Corporation's Health Safety & Wellbeing, Lifting and Work Equipment and No Smoking Policies.

2. Policy Scope

This policy applies to all City Corporation employees, casuals, agency workers, consultants, volunteers and contractors who drive on business. For the purposes of this policy, the term 'staff' will refer to all those to which this policy applies. This policy does not currently apply to members.

This policy does not apply to officers and staff of the City of London Police, who have a separate Policy and Procedures governing the use of police vehicles.

The Corporate Transport Policy is the responsibility of the Corporate Health Safety and Wellbeing Team which sits within the Town Clerk's department. The Department of the Built Environment (DBE) will be the specialist lead for ensuring that compliance standards of the policy are maintained corporately. This will be overseen through the Transport Coordinating Group (TCG) and managed by the Corporate Transport Manager (CTM) and the Cleansing section DBE.

It applies to any motorised transport used by staff to drive at work including, but not limited to:

- Motorcycles
- Cars
- Vans
- Lorries
- Forklift trucks
- Other specialist vehicles

It excludes non-motorised vehicles and modes of transport such as bikes or horses and does not apply to motorboats.

3. Policy Statement

The City Corporation recognises its duty of care to all persons in scope who drive as part of their duties at work. The City Corporation

acknowledges that those driving on the organisation's business may be at increased occupational risks related to fatigue, stress, working alone or unforeseen events. The City Corporation is committed to reducing the risks which our staff and all persons in scope face and create when driving or riding for work as so far reasonably practicable.

The aim of the policy is to ensure that adequate controls are in place to protect both the City Corporation and the individual and to provide a set of standards which form a framework within which all parties may confidently operate.

It is acknowledged that the minimum requirements for vehicle and plant items are the legal standards of maintenance set out in the Provision and Use and Work Equipment Regulations 1998 (PUWER). For some vehicles it may be appropriate to apply an industry standard such as FORS (Fleet Operators Recognitions Scheme) or CLOCS (Construction Logistics and Community Safety). The decision will be made upon an appropriate assessment of the associated risk for each department and in discussion with the City Procurement Team.

4. Definitions

Under health and safety and road traffic law driving at work includes any driving for work whether on the public highway or on a City Corporation site (including the higher risk areas such as air and seaports, and markets) if it also includes on-the-road work activities.

Health and safety law does not apply to commuting, unless the employee is travelling for work purposes from their home to a location which is not their usual place of work, or they are driving a City Corporation Fleet Vehicle.

5. Duties roles and responsibilities

5.1 Members

Members and other nominated parties acting on Committees play a crucially strategic role at the City Corporation. It is important to demonstrate leadership and commitment as per the Corporate Health Safety and Wellbeing Policy.

Members of City Corporation Committees are expected to ensure that driving operations and vehicles are adequately considered when making decisions at a strategic level.

Members and Committees will ensure, so far as is reasonably practicable, that there are suitable and sufficient funds and resources available to meet the requirements of the legislation and to protect the health and safety of staff at work.

5.2 Town Clerk & Chief Executive

The Town Clerk will ensure that all appropriate mechanisms are in place for this policy to be applied across the City Corporation.

The Town Clerk will:

- Provide leadership to ensure good standards.
- Ensure the provision of competent advice.
- Ensure adequate resources are made available for driving operations (such as the delivery of training, provision of systems and procedures) as necessary.
- Incorporate Occupational Road Risk into the work of the strategic Health Safety and Wellbeing Committee.

5.3 Chief Officers / Head Teachers

Chief Officers are ultimately responsible for ensuring the implementation of corporate and departmental policies within their departments.

Chief Officers will:

- Ensure line managers and staff understand this policy and their responsibilities under it and that its requirements are applied.
- Ensure driving operations where applicable are included in their departmental Health & Safety Plans.
- Ensure that all information relating to departmental transport operating information is passed to the City of London corporate Transport Manager regularly as required for inclusion on the Fleet Management system.
- Through leadership and personal example, foster positive attitudes towards driving operations throughout their departments.
- The Chief Officer may delegate the task but not the responsibility to an appropriately senior manager such as the Bursar or Premises Controller.

Documentation and Record Keeping

Comprehensive records of vehicle operating data must be maintained in all departments, if not by the Chief Officer then someone responsible within the department to have control on vehicle compliance. A Fleet Management software package exists to ensure this data is managed and an audit trail is kept. All departments must ensure this information is updated in a timely manner. Information required will include:

- Mileage covered in period.
- Fuel purchased in period by quantity and cost.
- Inspections and maintenance reports.
- Any other repair invoices, including all City Corporation damage carried out.
- Parking Charge Notices (PCN) and any Fixed Penalty Notices (FPN).
- Cost details of the above.

5.4 Corporate Transport Manager (CTM) & Transport Coordinating Group (TCG)

The CTM in conjunction with the TCG (Transportation Coordinating Group) is responsible for reviewing and revising this Policy as necessary.

The CTM will:

- Provide advice and direction on matters relating, servicing and inspection of vehicles and plant to responsible managers.
- Maintain suitable compliance and assurance records as necessary.
- Undertake scheduled and ad-hoc inspections and audits where necessary, reporting findings to the relevant Service Director and TCG.
- Act as the competent person for guidance related to corporate transport matters, providing guidance, support and advise on training as required.

The CTM's responsibilities include providing advice and support to staff throughout the organisation to ensure that appropriate risk assessments in relation to driving at work are undertaken, health and safety risks identified, and appropriate health and safety systems are in place.

5.5 "O" Licence

The City of London Corporation is required to hold an Operator's licence (O Licence) that allows it to operate vehicles over 3.5 tonnes. The CTM is the nominated 'O' licence holder on behalf of the City of London Corporation and is charged with ensuring compliance with the licencing conditions.

The CTM will lead on monitoring this policy across the City Corporation.

The City Corporation's fleet management system will be managed by the CTM who will audit the system to ensure that all information for City Corporation vehicles is updated periodically by the responsible manager for each Department.

5.6 Line Managers

It will be the duty of the managers responsible for driving at work to ensure that all areas of this Policy are complied with within their areas of responsibility

Risk Assessment

Line Managers must ensure a risk assessment is carried out on the driving operations under their control to identify significant risks and ensure controls are in place to manage these risks which could include:

- Eliminating the use of vehicles by suitable alternatives e.g. train travel, video conferencing etc. This must be considered where Grey Fleet vehicles are used on a regular basis.
- Assessing driving risks including those set out below under Information, Instruction and Training.

Journey Planning

Every journey must be managed. Line Managers are responsible for journey planning, as are transport managers and drivers, and must take account of the journey management factors (see subordinate guidance) when scheduling and planning routes.

Training

Line Managers must ensure their staff who drive at work receive adequate comprehensible information, instruction and training. This will be available through the City Corporation Training Module

available on City Learning and a driving assessment should be booked with the Road Danger Reduction Team for Professional Drivers (5.7 below). All can be accessed on the intranet.

Line Managers must ensure, where appropriate, that written instructions on vehicle safety standards are provided, i.e. where a specific safety management system is in place such as loading/unloading of vehicles or work by the roadside.

Line Managers need to be aware that medication, whether prescribed or bought over the counter, may temporarily affect fitness to drive. All drivers are required to complete the Health Declaration Form on the intranet every six months. Line Managers should seek further advice from Occupational Health when informed or made aware of a member of staff taking medication.

Vehicles

City Corporation owned vehicles must be maintained in a road worthy (or suitably task fit) condition. Vehicles owned or leased by the City Corporation should have a minimum vehicle safety check every 6 months or 26 weeks carried out by a qualified technician to ensure the vehicle is safe and legal to be on the road, unless covered by the PUWER standard. Subordinate Guidance is provided.

Pool cars and other leased/owned vehicles must be maintained in a roadworthy condition and additional maintenance checks as set out in the City Corporation guidance, or the lease car schemes Terms and Conditions, are undertaken.

The vehicle must be suitable for the task it is being used for, i.e. fitted with the correct signs with regard to the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2004 as appropriate.

5.7 Professional Drivers

Professional drivers must be properly selected, authorised, competent, and fit to drive the vehicle in accordance with the relevant Procedures. All drivers must follow the Drivers Medical Flowchart and complete the Driver's Health Declaration found on the intranet. The form must be completed every six months along with any other employment declaration for a full-time driver. Professional drivers must also complete the Other Employment Form to ensure Line Managers are aware of all working and driving hours to avoid breaching the Driving Hours and Working Time Directive.

Employees who are employed as drivers must have a current UK driving license which must be checked at six monthly intervals as a minimum. This will be done using an online licence check provider in accordance with DVLA guidelines.

Line managers must ensure that all drivers are provided with adequate time to complete their planned driving activities safely.

5.8 Other Drivers of City Vehicles (Occasional)

Line managers must ensure that other drivers of City vehicles must have a current, valid driving license and are adequately authorised before allowing them to embark on a business journey.

Details must be uploaded on to the City People. If unsure, advice should be sought from the CTM

5.9 Grey Fleet Vehicles

'Grey fleet' is the term used to describe any vehicles that do not belong to the City Corporation, but which are used for business travel. This might include a privately rented or leased vehicle, or a vehicle privately owned by an employee. When they are driven on work related business, often in return for a cash allowance or fuel expense, these vehicles then become considered part of the 'grey fleet' and as such fall under the responsibility of the employer.

Any driver using their own vehicle under these arrangements must ensure their car has been registered for use at work with their line manager. This must be done prior to any work use. For this registration to take place the following will be required:

- A completed vehicle registration form.
- Driving licence validity check (including completion of a driver mandate).
- Insurance details including business use.
- Valid MOT Certification.
- Road Tax validity.

No mileage or allowance will be paid unless this registration has taken place prior to the journey being made.

5.10 Accidents/Incidents

In the event of an accident line managers must ensure the members of staff have exchanged insurance details with the other driver, (see subordinate procedures) and if someone has been injured or a member of staff has collided with roadside furniture the member of staff is advised not to leave the scene until the police have been informed.

Line managers must ensure that accidents are reported to the CTM and the Insurance Section. A report should be made to the City Corporation's Accident/Incident / Incident Line.

Line Managers must consider and, where appropriate, arrange any referrals that an employee may require to the Occupational Health Department for fitness to continue driving and counselling if deemed appropriate.

Where a pattern emerges of several accidents/incidents by a driver, a mandatory driving assessment/re-assessment must be undertaken.

5.11 Smoking

Smoking and vaping are not permitted within any City Corporation vehicles at any time or privately owned, rented or leased vehicles whilst they are being used for City Corporation business.

5.12 Mobile phones and satellite navigation devices

The use of handheld mobile phones whilst driving is illegal and expressly forbidden. The sending/typing and reading of text messages and e-mails whilst driving is also expressly forbidden.

The City Corporation does not generally require any employee to make or receive phone calls whilst driving and staff are not expected to answer their mobile phone whilst driving.

Where the provision of hands-free phone kits to staff is considered necessary, line managers must ensure a risk assessment is undertaken prior to provision of the equipment.

5.13 Driving Assessments

All drivers accessing vehicles provided by the City Corporation must be authorised.

To be authorised anyone driving a City Corporation vehicle must undergo a driver assessment for the vehicle they are going to be driving. This assessment will be with an instructor and usually for an hour.

Departments using complex or non-standard vehicles, such as, "classic" vehicles, Forklift Trucks, Tractors etc should arrange for appropriate information, instruction and training as is required to demonstrate competence.

Drivers using their own vehicles as part of the grey fleet will not be required to carry out a driver assessment.

5.14 Occupational Health Assessments

Line managers must ensure that City Corporation professional drivers are assessed in line with Corporate Transport Policy and in line with DVLA medical dates for professional drivers.

In addition to six monthly self-completed health questionnaire, drivers who drive City Corporation vehicles over 3.5T should be medically assessed by the Occupational Health Department at ages 45, 50, 55, 60, 65 and yearly thereafter.

6. City of London Corporation Staff - Drivers

Staff who drive for work and/or staff who drive City Corporation vehicles must:

Hold the correct documentation

- An appropriate current UK driving licence
- Authority to drive from the City Corporation
- Have completed the driver mandate every 3 years
- Ensure the vehicle has current tax and MOT
- Grey Fleet drivers must ensure they are insured to drive the vehicle for the purpose it is being used e.g. business purpose, and provide when requested the documentary evidence

Be fit to Drive

- The City Corporation operates a zero-tolerance approach to drink and drugs for all employees that, in the course of their duties, may drive or operate, or attempt to drive or operate, any mechanically propelled vehicle or machinery (including any ancillary and auxiliary equipment)
- Alcohol or drugs (both prescription and over the counter) must not be consumed in any situation whereas a consequence the safety of the individual, colleagues or visitors are put at risk

- If an employee is taking medication that might affect their driving, they must inform their line manager
- Special fitness to drive considerations may apply to professional drivers holding specific licences or depending on health of the individuals

Whilst Driving

- Follow the procedures detailed in this policy to ensure compliance with legislative requirements under the Road Traffic Act, Highway Code and any applicable local restrictions
- Follow procedures for driving safely as set out in our Procedures and as per any instructions and Training given.
- Adhere to the City Corporations no smoking policy and legal requirements regarding smoking in vehicles

Collision / Incident Reporting

- Report all collisions and incidents to their Line Manager
Then recorded on the corporate accident/incident Report Line
- In the event of an accident ensure insurance details are exchanged with the other driver, and if someone has been injured or they have collided with roadside furniture they should not leave the scene until the police have been informed

7.1 Reporting Procedures for the Notification of Driving Offences

Drivers of City Corporation Vehicles, including non-employees, must immediately report all driving convictions and endorsements to their Line Manager.

Staff are responsible for advising their managers if they are disqualified from driving.

Staff must inform their manager if they are likely to be disqualified by point accumulation.

7.2 Health Issues

Staff must report any health conditions which could affect their fitness to drive to the DVLA, and their line manager can seek advice from Occupational Health and their Line Manager.

Staff who are driving for work must ensure they comply with the legal requirement for eyesight as detailed in the Highway Code.

Details of health conditions for which it is a legal requirement for drivers to notify to the DVLA are detailed in the Direct Gov website at:

<https://www.gov.uk/health-conditions-and-driving>

[Occupational Health](#)

8 Duties of Premises Controllers / Site Managers:

Site managers / premises controllers are responsible ensuring robust workplace transport procedures are in place to ensure safe site, safe vehicles and safe drivers under their control

Where sites are shared with more than one department a lead department will take overall responsibility for the site.

Where premises are shared with third parties including contractors, each party must ensure appropriate cooperation and coordination to ensure a safe and effective site. A lead party will be agreed to take overall responsibility.

Where the City Corporation acts as the landlord, such as a New Spitalfields Market, robust procedures will be agreed for the common parts to ensure safe site, safe drivers and safe vehicles.