

# Driving at Work Policy

CO26



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## **Version Control**

<b>Version</b>	<b>Date Approved</b>	<b>Committee</b>	<b>Date of next review</b>	<b>CCG Lead</b>
1	April 2018	Executive Committee	April 2020	Deborah Cornell
1.1	April 2020	Head of Corporate Affairs; Extension request due to COVID19 priorities.	April 2021	Deborah Cornell
V1.2	January 2021	Policy extended for 12 months in light of COVID19	April 2022	Deborah Cornell
V1.3	1 February 2022	Executive Committee	01 July 2022 (or in line with ICB establishment)	Deborah Cornell

## **Accessible Information Standards**

If you require this document in an alternative format, such as easy read, large text, braille or an alternative language please contact [SUNCCG.sccg@nhs.net](mailto:SUNCCG.sccg@nhs.net)

## 1. Introduction

NHS Sunderland CCG (the CCG) has a number of general specific duties to protect the health, safety and wellbeing of those in their employment and of those who are affected by the conduct of their business. Within the Health and Safety at Work Act 1974 the CCG must;

- Lay down a safe system of work;
- Provide safe premises and/or place of work; and
- Provide safe plant and equipment.

### 1.1 Status

This policy is a corporate policy.

### 1.2 Purpose and Scope

HSE Guidelines, 'Driving at Work', state that "health and safety law applies to on-the-road work activities as to all work activities and the risks should be effectively managed within a health and safety system".

The CCG recognises that it employs large numbers of staff who are required as part of their employment to drive vehicles whilst at work. In this context driving at work means 'driving whilst paid and in connection with the drivers work activities'. In driving at work staff are exposed to significant risks, and could place colleagues and members of the public at risk also.

Eligible drivers within the CCG can be those who lease a car via NHS Fleet Solutions or use their own car for business purposes and have applied and been accepted through the appropriate procedure.

The CCG recognises that failure in its duty of care towards employees who drive for business purposes could result in a breach of the Corporate Manslaughter and Homicide Act 2007. This affects all vehicles used for work - under health and safety law employers must make sure that work equipment is suitable for its intended use and that it is properly maintained and used under the Provision and use of work equipment regulations 1998. Within this policy the management of health and safety at work regulations 1999 and road traffic legislation will be considered to ensure that both employees and vehicles (including private ones) are fit to be on the road. The additional occupational risks associated with driving for business purposes are related to a wide range of factors including:

- driver competence
- vehicle fitness for purpose
- total hours worked
- unaccompanied working
- Journey planning
- The nature of any goods being transported

The aim of this policy is to ensure that all reasonable measures are in place to protect the health and safety of those driving for business purposes. The policy aims to help avoid and manage situations that may expose employees to any additional or increased occupational risk that may result from driving on business for work.

## 2. Safe System of Work

With respect to reducing occupational risks to employees who are required to drive for business purposes, procedures will be put in place to ensure:

### 2.1 Fitness to drive

Employees should inform their manager about any health issue or personal circumstances that may affect their driving. Employees are legally required to inform the DVLA of any medical condition that may affect your ability to drive safely.

The 'at a glance guide to the current medical standards of fitness to drive' outlines the conditions that must be reported can be found at the following link:

<http://www.dft.gov.uk/dvla/medical/ataglance.aspx>

### 2.2 Safe Vehicle

- The organisation will ensure that through contract arrangements via NHS Fleet Solutions that competent personnel maintain all lease vehicles registered for business use to a sufficient standard.
- Employees using their own vehicles for work purposes should ensure that their vehicles are adequately maintained, road worthy and are serviced as recommended by the car manufacturer, (see appendix 1)
- The organisation will ensure that drivers of lease vehicles have access to technical and personal support in the case of breakdown or accidents. This is provided through NHS Fleet Solutions.
- Employees using their own vehicles for work purposes should ensure that adequate access to breakdown facilities is available.
- All employees must follow the accident, incident and breakdown guidance in the driving for work handbook guidance.

## 2.2.1 Plug-in Electric Vehicles (PEV)/Pool Vehicles

Where PEV's are used the organisation will;

- Ensure that the pool vehicle is insured for business purposes and is maintained by a competent person to the standard recommended by the manufacturer.
- Where required an MOT certificate is available for the vehicle.
- Ensure that all eligible drivers have sufficient information, instruction and training before using the pool vehicle.
- Ensure that there is a car space(s) with a suitable recommended electric plug-in socket for re-charging purposes available at the organisation's base.
- Have a responsible person(s) maintain a suitable and sufficient system for monitoring pool vehicle use with the signature of the person borrowing the vehicle recorded, the date and time, the purpose of its use, the time and signature on return and any problems identified with the vehicle noted. This is a minimum standard.
- Ensure that a responsible person(s) carries out a pre-use assessment check (see appendix 1, point 6-13) on the pool vehicle daily and log in a suitable and sufficient recording system.
- Ensure that the re-charging plug-in lead is kept in the pool vehicle.
- Ensure that drivers of the pool vehicle have access to technical and personal support in the case of breakdown or accidents.
- Ensure that the pool vehicle clean and valeted regularly.

When using the pool vehicle employees will;

- Ensure that they have had sufficient information, instruction and training on the use of the vehicle before driving it.
- Sign for the pool vehicle when taking and returning, ensuring that they report any problems identified, if any.
- Ensure the vehicle is roadworthy before driving off.
- Ensure that they plan their journey in good time, ensuring that the full battery charge is adequate for an outward and inward journey, considering traffic flow, roadworks etc. Where provision is made for re-charging the vehicle at the venue visited, the vehicle should be re-charged, where permitted.
- Report all accidents/incidents associated with driving whilst on CCG business via the SIRMS incident reporting management system.
- Where an accident or incident occurs follow the guidelines laid down in this policy.
- Ensure that only the organisation's technical and personal support is used in the case of breakdown or accidents.
- Ensure that they follow the same conditions as applied in this policy and drivers handbook as expected when driving their own vehicle.

### 2.3 Safe Journey

- All journeys should be planned in advance to ensure there is sufficient time for employees to remain within the statutory speed limits. Long journeys should be avoided where alternative transport could be used.
- The CCG recognises the particular importance of guarding against fatigue and driving stress.
- The CCG will ensure that effective and robust policies and procedures are in place to manage the hours worked by those driving on work business.
- The CCG will take all reasonably practicable measures to develop and maintain a culture of risk awareness in all drivers, particularly amongst younger drivers and those who manage their own driving activities.
- No employee driving for business purposes will be encouraged to drive in a manner that may increase the risks to themselves or to other road users.
- The CCG recognises that those driving on work business may face additional occupational risks related to lone working and will take steps to ensure that they can remain in contact with co-workers and others in a manner that allows them to seek assistance when necessary.
- The CCG will take all reasonably practicable steps to protect employees from violence and/or harassment resulting from driving for work purposes.

Further guidance on driving at work can be seen in the organisation's Safe Driving for Work Handbook.

### 2.4 Organisational Driver Guidance

The CCG will take all reasonably practicable measures to ensure that those who drive as part of their employment are eligible and competent to do so. An organisational risk assessment has been undertaken to identify the risks associated with employees driving for business purposes. The assessment deemed the CCG to be low risk therefore further practical driver training is not considered necessary.

The CCG will also ensure that all drivers receive information on their duties under the road traffic legislation and the Highway Code. All eligible drivers will receive a copy of the CCG's safe driving for work handbook which highlights safety of the driver, safety whilst driving and vehicle safety. All new and current employees will be expected to familiarise themselves with this and the policy. The policy and the handbook will be placed onto the intranet site.

## 2.5 Record Keeping

To ensure that full compliance measures are demonstrated the CCG will keep the following records:

- The manager will retain records of detailed risk assessments where required – these should clearly indicate which staff and situation are covered by a risk assessment and they should detail the actions taken as a result of the assessment (appendix 2)
- The manager will retain records of information / instruction and any training of those driving for business purposes – including records for monitoring driver licenses for all eligible drivers, plus insurance, MOT and road tax (where applicable); and the drivers declaration in the employees personal file (appendix 4 )
- Driver performance records – these include details of accidents and road traffic offences. These will be recorded through SIRMS as per Incident reporting policy
- Vehicle maintenance records – these should be kept by eligible drivers and should cover mileage, insurance, repair and usage records for all vehicles which are employee owned. Lease cars within the CCG are monitored via NHS Fleet Solutions.

## 3. **Duties and Responsibilities**

<b>Governing Body</b>	The Governing Body sets the strategic context in which organisational process documents are developed, and for establishing a scheme of governance for the formal review and approval of such documents.
<b>Chief Officer</b>	The chief officer has overall responsibility for the strategic direction and operational management, including ensuring that CCG process documents comply with all legal, statutory and good practice guidance requirements.



<p><b>CCG Responsibility</b></p>	<p>To ensure safe systems of work for employees who are expected to drive for business purposes the CCG is responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring that an organisational risk assessment is carried out which identifies risks associated with driving on work business and remedial action is taken to reduce the risks to the lowest level possible (see appendix 2).</li> <li>• Where necessary, individual risk assessments are carried out in exceptional circumstances e.g. bad weather reports, exceptionally long or unusual journey.</li> <li>• Ensuring as far as it reasonably practicable that all those driving on business are competent and fit to do so.</li> <li>• Provide employees with any additional information and guidelines on their duties under road traffic legislation and highway code. These can be found in the organisations safe driving at work handbook.</li> <li>• Ensuring the health and safety and welfare of employees are considered including good journey planning.</li> <li>• Encouraging a sensible and mature attitude towards motor vehicles and driving for all employees.</li> <li>• Ensuring so far as is reasonably practicable that vehicles are suitable and fit for purpose.</li> </ul>
<p><b>All Managers</b></p>	<p>All managers must;</p> <ul style="list-style-type: none"> <li>• Use the organisational risk assessment to ensure that eligible drivers have the required information and instruction to reduce risks of driving to the lowest level possible.</li> <li>• Where necessary, individual risk assessments are carried out in exceptional circumstances e.g. bad weather reports, exceptionally long or unusual journey.</li> <li>• Must ensure employees are fit to drive (see appendix 3)</li> <li>• <b>Check documents on an annual basis.</b> All employees driving licenses should be checked. For privately owned vehicles they should comply with DVLA Licensing requirements for: <ul style="list-style-type: none"> <li>▪ MOT Certificate (where applicable)</li> <li>▪ Road Tax (where applicable)</li> <li>▪ Current Certificate of Insurance, with business class use to undertake their role</li> <li>▪ Lease vehicles will be regulated via NHS Fleet Solutions and the CCG's agreed procedure.</li> </ul> </li> <li>• Ensure that work plans provide adequate time for safe driving.</li> <li>• Ensure that the vehicle is suitable for the task for which it is being used; (e.g. where equipment is being carried).</li> <li>• Ensure all eligible drivers have read this policy, the safe driving for work handbook and signed the declaration (appendix 4), before driving on business purposes.</li> </ul>

<b>All Staff</b>	<p>Employees who are required to drive for business purposes on public roads during their employment must:</p> <ul style="list-style-type: none"> <li>• Follow the risk assessments carried out by the organisation.</li> <li>• Where necessary, individual risk assessments are carried out in exceptional circumstances e.g. bad weather reports, exceptionally long or unusual journey.</li> <li>• Ensure that their vehicle is roadworthy, by carrying out inspections in accordance with appendix 1 as a minimum standard.</li> <li>• Those staff who claim mileage expenses must sign the declaration form detailed at appendix 4 of this policy on an annual basis. This includes an annual declaration of their fitness to drive, any current penalty points and confirmation they have read this policy and the safe driving for work handbook for CCG employees.</li> <li>• Observe national speed limits.</li> <li>• Inform their manager immediately when an accumulation of penalty points will mean disqualification of their license.</li> <li>• Report any health problems, which would affect their fitness to drive to their manager and the DVLA where appropriate.</li> <li>• Report all accidents/incidents associated with driving whilst on CCG business via the SIRMS incident reporting management system.</li> <li>• Not use mobile phones or other distractions whilst driving, the phone should be left in the receive mode only. Should a call be necessary, it should be made from a safe parking area.</li> <li>• Observe the highway code at all times, being courteous to other road users and avoiding situation, which might result in road rage.</li> </ul>
<b>NECS Staff</b>	<p>Whilst working on behalf of the CCG, NECS staff will be expected to comply with all policies, procedures and expected standards of behaviour within the CCG, however they will continue to be governed by all policies and procedures of their employing organisation.</p>

## 4. Implementation

- 4.1 This policy will be available to all staff for use in relation to the specific function of the policy.
- 4.2 All directors and managers are responsible for ensuring that relevant staff within their own directorates and departments have read and understood this document and are competent to carry out their duties in accordance with the procedures described.
- 4.3 Managers are requested to follow the flow chart detailed in appendix 5 regarding implementation of policy.

## 5. Training Implications

It has been determined that there are no specific training requirements associated with this policy/procedure.

## 6. Related Documents

### 6.1 Other related policy documents

- Driving at work handbook.

### 6.2 Legislation and statutory requirements

- Health and safety at work act.
- Management of health and safety at work regulations.

### 6.3 Best practice recommendations

- **The Highway Code**  
<http://www.direct.gov.uk/en/TravelandTransport/Highwaycode/index.htm>
- **Driving for Work**  
[www.rospa.com/roadsafety/resources/videos/driving-for-work.aspx](http://www.rospa.com/roadsafety/resources/videos/driving-for-work.aspx)
- **DVLA**  
[www.dvla.gov.uk](http://www.dvla.gov.uk)

## 7. Monitoring, Review and Archiving

### 7.1 Monitoring

The head of corporate affairs will agree a method for monitoring the dissemination and implementation of this policy. Monitoring information will be recorded in the policy database.

### 7.2 Review

7.2.1 The executive committee will ensure that this policy document is reviewed in accordance with the timescale specified at the time of approval. No policy or procedure will remain operational for a period exceeding three years without a review taking place.

7.2.2 Staff who become aware of any change which may affect a policy should advise their line manager as soon as possible. The executive committee will then consider the need to review the policy or procedure outside of the agreed timescale for revision.

7.2.3 For ease of reference for reviewers or approval bodies, changes should be noted in the 'document history' table on the front page of this document.

**NB:** If the review consists of a change to an appendix or procedure document, approval may be given by the sponsor director and a revised document may be issued. Review to the main body of the policy must always follow the original approval process

### 7.3 Archiving

The head of corporate affairs will ensure that archived copies of superseded policy documents are retained in accordance with Records Management: NHS Code of Practice for Health and Social Care 2016.

## 8. EQUALITY IMPACT ASSESSMENT



### Introduction - Equality impact assessment

An equality impact assessment (EIA) is a process of analysing a new or existing service, policy or process. The aim is to identify what is the (likely) effect of implementation for different groups within the community (including patients, public and staff).

We need to:

Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010

Advance equality of opportunity between people who share a protected characteristic and those who do not

Foster good relations between people who share a protected characteristic and those who do not

This is the law. In simple terms it means thinking about how some people might be excluded from what we are offering.

The way in which we organise things, or the assumptions we make, may mean that they cannot join in or if they do, it will not really work for them.

It's good practice to think of all reasons why people may be excluded, not just the ones covered by the law. Think about people who may be suffering from socio-economic deprivation or the challenges facing carers for example.

This will not only ensure legal compliance, but also help to ensure that services best support the healthcare needs of the local population.

Think of it as simply providing great customer service to everyone.

As a manager or someone who is involved in a service, policy, or process development, you are required to complete an Equality Impact Assessment using this toolkit.

<b>Policy</b>	A written statement of intent describing the broad approach or course of action the CCG is taking with a particular service or issue.
<b>Service</b>	A system or organisation that provides for a public need.
<b>Process</b>	Any of a group of related actions contributing to a larger action.



**STEP 1 - EVIDENCE GATHERING**

<b>Name of person completing EIA:</b>	Lee Crowe
<b>Title of service/policy/process:</b>	Driving at work policy
Existing: <input type="checkbox"/> New/proposed: <input checked="" type="checkbox"/> Changed: <input type="checkbox"/>	
<b>What are the intended outcomes of this policy/service/process? Include outline of objectives and aims</b>	
The aim of the policy is to ensure CCG considers health and safety along with its other business objectives and to ensure that the CCG follows the details stipulated within H&S regulations.	
<b>Who will be affected by this policy/service /process? (please tick)</b>	
<input type="checkbox"/> Consultants <input type="checkbox"/> Nurses <input type="checkbox"/> Doctors <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Patients <input type="checkbox"/> Public <input type="checkbox"/> Other	
If other please state:	
<b>What is your source of feedback/existing evidence? (please tick)</b>	
<input type="checkbox"/> National Reports <input type="checkbox"/> Internal Audits <input type="checkbox"/> Patient Surveys <input type="checkbox"/> Staff Surveys <input type="checkbox"/> Complaints/Incidents <input type="checkbox"/> Focus Groups <input type="checkbox"/> Stakeholder groups <input type="checkbox"/> Previous EIAs <input checked="" type="checkbox"/> Other	
If other please state:	
<ul style="list-style-type: none"> <li>• Health and Safety at Work Act</li> <li>• Management of Health and Safety at Work Regulations</li> <li>• Health and Safety Guidance HSG65</li> <li>• Feedback from CCG staff and regular service line meetings between NECS/CCG.</li> </ul>	

Evidence	What does it tell me? (about the existing service/policy/process? Is there anything suggest there may be challenges when designing something new?)
National Reports	Not applicable
Patient Surveys	Policy has no impact on patients
Staff Surveys	Staff survey's to include questions around H&S
Complaints and Incidents	This policy will ensure that systems are in place should there be any complaints received or Incidents regarding health and safety and that the CCG has robust systems in place around H&S management
Results of consultations with different stakeholder groups – staff/local community groups	Only applicable to staff within CCG
Focus Groups	Only applicable to staff within CCG
Other evidence (please describe)	



**STEP 2 - IMPACT ASSESSMENT**

**What impact will the new policy/system/process have on the following: (Please refer to the 'EIA impact questions to ask' document for reference)**

**Age** A person belonging to a particular age

The policy will ensure that individuals of all ages are considered in relation to health and safety tasks.

**Disability** A person who has a physical or mental impairment, which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities

This policy has a positive impact on any staff who have a physical/mental impairment by considering their needs regarding H&S and the subsequent policies and procedures that underpin the health and safety strategy.

**Gender reassignment (including transgender)** Medical term for what transgender people often call gender-confirmation surgery; surgery to bring the primary and secondary sex characteristics of a transgender person's body into alignment with his or her internal self perception.

As far as we are aware there are no members of staff to whom this applies. Should there be a member of staff undergoing gender reassignment/transgender the content within the strategy does not include vocabulary that should cause offense.

**Marriage and civil partnership** Marriage is defined as a union of a man and a woman (or, in some jurisdictions, two people of the same sex) as partners in a relationship. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters

The Policy has no impact on marriage or civil partnership.

**Pregnancy and maternity** Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context.

The Policy can be accessed by all staff via intranet and policies/procedures are in place which underpin the policy's aims.

**Race** It refers to a group of people defined by their race, colour, and nationality, ethnic or national origins, including travelling communities.

There are no requirements for translation within the current staff group should the staff group characteristics change then versions in other languages can be obtained.

**Religion or belief** Religion is defined as a particular system of faith and worship but belief includes religious and philosophical beliefs including lack of belief (e.g. atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Risk assessments and training can be arranged for staff unavailable due to religious or other reasons.

**Sex/Gender** A man or a woman.

There is no discriminations between males and females within the strategy

**Sexual orientation** Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes

Policy uses appropriate language no additional considerations are required.

**Carers** A family member or paid helper who regularly looks after a child or a sick, elderly, or disabled person

Risk assessments and training can be arranged for those staff that have caring responsibilities and there is also online training which can be accessed whilst working within the CCG or at home.

**Other identified groups** such as deprived socio-economic groups, substance/alcohol abuse and sex workers

Other groups have been considered however as the Policy is for staff there are no additional impacts on health inequalities.



### **STEP 3 - ENGAGEMENT AND INVOLVEMENT**

**How have you engaged stakeholders in testing the policy or process proposals including the impact on protected characteristics?**

**Please list the stakeholders engaged:**

Shared policy with governance colleagues within CCG. Regular service line meetings with CCG to discuss any H&S issues that arise.



### **STEP 4 - METHODS OF COMMUNICATION**

**What methods of communication do you plan to use to inform service users of the policy?**

- Verbal – stakeholder groups/meetings       Verbal - Telephone
- Written – Letter                       Written – Leaflets/guidance booklets
- Email    Internet                       Other

**If other please state:**

### **ACCESSIBLE INFORMATION STANDARD**

The accessible information standard directs and defines a specific, consistent approach to identifying, recording, flagging, sharing and meeting the information and communication support needs of service users.

**Tick to confirm you have you considered an agreed process for:**

- Sending out correspondence in alternative formats.
- Sending out correspondence in alternative languages.
- Producing / obtaining information in alternative formats.
- Arranging / booking professional communication support.
- Booking / arranging longer appointments for patients / service users with communication needs.

**If any of the above have not been considered, please state the reason:**

As this is a staff policy needs have been considered internally and appropriate recommendations made.



### **STEP 5 - SUMMARY OF POTENTIAL CHALLENGES**

Having considered the potential impact on the people accessing the service, policy or process please summarise the areas have been identified as needing action to avoid discrimination.

Potential Challenge	What problems/issues may this cause?
1 Workforce Characteristics	May require other formats such as braille, size of font etc. May also need to consider if face to face training takes place that accessibility of training venues is sufficient.





## STEP 6- ACTION PLAN

Ref no.	Potential Challenge/ Negative Impact	Protected Group Impacted (Age, Race etc)	Action(s) required	Expected Outcome	Owner	Timescale/ Completion date
1	Staff unable to access Strategy	Age, Disability	Alternative formats provided if required, font size adjustment. As part of reasonable adjustments on appointment.	All staff can access the policy for reference	CCG/NE CS H&S	On receipt of individual request

Ref no.	Who have you consulted with for a solution? (users, other services, etc)	Person/ People to inform	How will you monitor and review whether the action is effective?
1	CCG governance colleagues	NECS Health and Safety Team	Regular service line meetings



## SIGN OFF

<b>Completed by:</b>	<b>Lee Crowe</b>
<b>Date:</b>	<b>December 2016</b>
<b>Signed:</b>	
<b>Presented to: (appropriate committee)</b>	<b>Executive committee</b>
<b>Publication date:</b>	<b>April 2017</b>

## Appendix 1

### MOTOR VEHICLE ASSESSMENT CHECKLIST

1. Are you licensed to drive the particular vehicle?
2. Is the vehicle adequately insured?
3. Does the vehicle have current road tax (where applicable?)
4. Does the vehicle have a current M.O.T. Certificate (where applicable?)
5. Are you fit to drive?
6. Do the tyres have the legal amount of tread?
7. Are the tyre pressures correct?
8. Are the following in good working order:

Lights            Head  
                         Side  
                         Tail  
                         Reversing  
                         Fog (if fitted)  
                         Break

Indicators        Right Front  
                         Left Front  
                         Right Rear  
                         Left Rear  
                         Hazard Warning

Windscreen wipers working / washers full?

9. Is the braking system in proper working order including hand brake?
10. Is the windscreen clean and unobstructed?
11. Is the rear window clean and unobstructed?
12. Are all mirrors clean and correctly adjusted?
13. Is the vehicle in good condition and suitable for the task?

Appendix 2 Driving at work

**Organisational risk assessment**

Completed by: Lee Crowe

Date:

Description of the Hazard	Who might be harmed and how	Consequence (C)	Likelihood (L)	Risk rating (C X L)	Existing control measures <i>All existing control measures as follows are set out in detail in the Driving at work policy, the travel and expenses policy, the lone worker policy and the organisations handbook, safe driving at work</i>	Further remedial action	Risk rating following existing control measures and remedial action	Action by whom and when
Not medically fit to drive/have not declared medical conditions to DVLA	Employees who are eligible drivers as set out in the driving at work and travel and expenses policy	3	2	6	All eligible drivers are personally responsible to declare that they are fit to drive and comply with road traffic legislation on an annual basis.	Review and re-enforce policy and procedures and documented declaration and checks	4	
Do not hold the appropriate driving licence or not qualified to drive	Colleagues who are passengers in the car	3	2	6	All eligible drivers must produce their driving licence on an annual basis and sign a declaration stating the number of penalty points they have currently, if any. The line manager will review dependant on the number stated.	Review and re-enforce policy and procedures and documented declaration and checks	4	
Do not hold appropriate insurance	Other road users or pedestrians	3	2	6	Those employees using their own vehicle for business purposes will produce an annual certificate of insurance with business class use for the work they undertake.	Review and re-enforce policy and procedures and documented declaration and checks	4	

Description of the Hazard	Who might be harmed and how	Consequence (C)	Likelihood (L)	Risk rating (C X L)	Existing control measures	Further remedial action	Risk rating following existing control measures and remedial action	Action by whom and when
Driving whilst under the influence of drugs/medication/alcohol	Prosecution of the organisation for duty of care failing	3	2	6	<p>All eligible drivers have been made aware that they must inform their line manager if they are suffering from any medical condition/illness which may adversely affect their ability to drive safely and must sign a declaration annually stating that.</p> <p>All eligible drivers must not drive under the influence of alcohol, or other intoxicating chemicals, including illicit substances, prescribed or non-prescription medicines that may cause drowsiness or otherwise make you unsafe to drive.</p>		4	
Lone working whilst driving	Driver	3	2	6	All eligible drivers must follow lone worker and personal safety guidelines.	Review and re-enforce policy and procedures and documented declaration and checks	4	
Accident or incident whilst employee driving at work	Loss of reputation of organisation to stakeholders	3	2	6	All eligible drivers are aware of policy and procedures to follow if accident or an incident occurs.	Review and re-enforce policy and procedures and documented declaration and checks	4	

Description of the Hazard	Who might be harmed and how	Consequence (C)	Likelihood (L)	Risk rating (C X L)	Existing control measures	Further remedial action	Risk rating following existing control measures and remedial action	Action by whom and when
					<i>All existing control measures as follows are set out in detail in the driving at work policy, the travel and expenses policy, the lone worker policy and the organisations handbook, safe driving at work</i>			
Accident or incident occurs due to poor journey planning	Employees who are eligible drivers as set out in the driving at work and travel and expenses policy	3	2	6	Journey must be considered essential.	Review and re-enforce policy and procedures and documented declaration and checks	4	
Contravening road traffic act whilst driving	Colleagues who are passengers in the car	4	2	8	Eligible drivers are aware that journey planning must take into account factors such as allowing sufficient time to enable drivers to comply with speed limits, weather and road traffic conditions.	Review and re-enforce policy and procedures and documented declaration and checks	4	
Complacency when driving poor driving standards	Other road users or pedestrians  Prosecution of the organisation for duty of care failing  Loss of reputation of organisation to stakeholders	4	2	6		Review and re-enforce policy and procedures and documented declaration and checks	4	

Description of the Hazard	Who might be harmed and how	Consequence (C)	Likelihood (L)	Risk rating (C X L)	Existing control measures	Further remedial action	Risk rating following existing control measures and remedial action	Action by whom and when
					<i>All existing control measures as follows are set out in detail in the Driving at Work Policy, the Travel and Expenses Policy, the Lone Worker Policy and the organisations Handbook, Safe Driving at Work</i>			
Eligible drivers spending excessive hours driving for business purpose	Prosecution of the organisation for duty of care failing	4	2	6	<p>Eligible drivers are aware that they must plan their journey in advance, especially driving for long periods where alternative transport should be considered.</p> <p>Eligible drivers must adhere to driving legislation and safe driving guidance at all times.</p> <p>All eligible drivers are aware of the standards required to drive at work including tolerance and concentration whilst driving.</p>	Review and re-enforce policy and procedures and documented declaration and checks	4	
Accident or incident occurs due to poor car maintenance	Loss of reputation of organisation to stakeholders	4	2	6	All eligible drivers are aware of policy and procedures to follow if accident or an incident occurs.	Review and re-enforce policy and procedures and documented declaration and checks	4	
No pre-journey checks carried out	Employees who are eligible drivers as set out in the driving at work and travel and expenses policy	4	2	6	<p>All eligible drivers are aware of the need for pre-journey preventative checks.</p> <p>Risk assessment carried out on time spent by eligible drivers driving for business purposes by directorate.</p>	Review and re-enforce policy and procedures and documented declaration and checks	4	
Car breakdown and driver alone with the car	<p>Colleagues who are passengers in the car</p> <p>Other road users or pedestrians</p>	4	2	6	<p>All eligible drivers must follow lone worker and personal safety guidelines.</p> <p>Lease car holders have vehicle serviced annually through Lease Company.</p> <p>Eligible drivers are aware for the need of an annual service to manufacturer's specification. All lease car drivers have access to a breakdown service. All drivers using their own vehicle should ensure they have breakdown cover.</p>	Review and re-enforce policy and procedures and documented declaration and checks	4	

## Appendix 3

### FITNESS TO DRIVE

#### 1. Pre-employment

A copy of the individual's driving licence must be obtained prior to appointment and a pre-employment health assessment is required for all individuals whose work requires them to drive at work.

(this takes place for all new members of staff in line with HR guidance), whose work requires them to drive at work).

#### 2. Review Health Assessments

Will be required in the event of:

- Accident associated with driving;
- Absences from work due to ill health of 4 weeks or longer; delete this line
- Any absence from work due to ill health, which raise management concerns with reference to continuing fitness to drive safely;
- Where management has any basis of concern with reference to fitness to drive.

A qualified occupational health nurse or occupational physician, following formal written request with referral details from the line manager, will undertake all health assessments. A written report will be provided to the line manager providing specific advice with reference to fitness to drive.

#### 3. Health Surveillance

All drivers are required to inform their line manager immediately if their health has any impact on their ability to drive. Line managers should refer employees to the occupational health department where they deem it necessary e.g. where the employees condition / illness affects their driving at work for more than 4 weeks or longer.

Management will be formally notified of continuing fitness or otherwise.

## Appendix 4

### Documentation and declaration form for eligible drivers

Whether employees lease a car through the NHS salary sacrifice scheme (Fleet Solutions) or they use their own vehicle for business purposes they **must** provide the following documentation to their manager before travel expenses can be claimed. Delete

Where employees use their own vehicle for business purposes they **must** provide the following documentation to their manager before travel expenses can be claimed.

**NOTE: Lease car users (as above) only have to provide a full valid driving licence**  
Delete

**NOTE: Lease car users are covered under NHS Fleet solutions where all necessary checks are completed before vehicle is granted. Any issues raised regarding eligibility to drive should be discussed by the individual with NHS Fleet Solutions.**

Documentation to be provided	Effective date and expiry date (where applicable)	Date verified by manager
DRIVING LICENCE All eligible drivers must provide full, valid driver's licence applicable to the vehicle driven		
CAR INSURANCE Business use including carriage of passengers and equipment		
CAR TAX Proof of payment or proof that it is not required for class of vehicle		
MOT A valid MOT certificate (where applicable)		

These checks **must** be carried annually as part of the policies and procedures of NHS Sunderland CCG. On completion the form shall be stored in the employee's personal file.

#### Employee declaration

- I confirm that I have read and will fully comply with the CCG. Driving at work policy and safe driving for work handbook.
- **I understand that I have to provide my line manager with the above documents on an annual basis (on renewal and where applicable).**
- I will inform my line manager and the DVLA (where applicable) of any medical condition that may affect my ability to drive.
- I understand that I must inform my manager of any current road traffic offenses following conviction. I currently have penalty points on my licence and understand that my line manager may need to review this on a more regular basis than annually.
- I will inform my line manager if I have been involved in a road accident or incident whilst driving for business purposes and complete the relevant forms.

Employee name: ..... Department: .....

Employee signature: ..... Date: .....



Official

Manager name: ..... Directorate: .....

Manager signature: ..... Date: .....

## Appendix 5

### Flow Chart Implementation of Driving at Work Policy

