Management of Occupational Road Risk

Scope

The management of occupational road risk is an integral part of our departmental health and safety policy. Children’s and adults services are committed to achieving the highest possible standards of health and safety in all of it’s transport activities to eliminate /reduce the risks to our staff, service users and others that may be affected by our transport activities. Managers, headteachers and staff have a key role to play in achieving this objective by complying with the requirements of this departmental procedure and local established arrangements.

The departmental vehicle safety committee is a sub group of the departmental safety committee and meets every six months.

Responsibilities

Business managers/ managers /headteachers must ensure that:

- Risk assessments are undertaken for all transport activities, actions are implemented and findings communicated to staff.
- Where applicable to the client group, individual risk assessments/care plans are completed and communicated to staff undertaking transport duties for all passengers (to include service users, pupils, volunteers, carers, staff and others such as family members.) The risk assessment/care plan will determine the safe boarding and alighting procedure, identify the most appropriate method of restraint, identify behaviour and medical needs and any other issue that could affect the safe transport of passengers and equipment.
- Risk assessments should consider suitability of arrangements to ensure segregation of vehicles and pedestrians, design and layout of suitable drop off and collection areas and avoidance of reversing activities.
- Wheelchairs and other mobility aids are assessed for their suitability to be transported and to identify the correct type of restraint. Wheelchair passports are issued to all passengers prior to accessing transport. No wheelchair shall be transported without a wheelchair passport.
- Risk assessments are undertaken and recorded in the preparation stage of all trips/outings and groups and in Children’s services/schools these must be recorded on EVOLVE. Regular events for schools/some areas of Children’s services may only need recording on EVOLVE once but reviewed on a planned basis -at least annually or in the case of incident or significant change.
- Children’s services and schools must follow the National guidance from the Outdoor education advisers panel on transport and the use of minibuses.
- Vehicles are selected/specifed that are suitable for the job, have safety features, are in a safe condition and match the needs and capabilities of the driver and passengers.
- There is a safe journey plan and route risk assessment where applicable i.e. for regular routes.
• The correct staffing ratio of staff is in place to enable the passengers to be adequately supervised
• Vehicles are maintained and regularly serviced. Thorough examination and inspection of all
  lifting and specialist equipment is conducted at least every 6 months. All defects are promptly
  reported and rectified. All vehicles have a current MOT and vehicle licence.
• Drivers are competent and are fit to drive.
• Drivers have a recent (within 3 years) eye test and if required an in date medical assessment.
• Drivers’ competence is assessed, maintained and improved by appropriate training at induction
  and ongoing. All staff including temporary staff undertake a driving test /assessment before
  commencing driving. All staff undertaking transport/driving tasks are given a thorough recorded
  induction and familiarisation to the vehicle. The induction will be recorded on the departmental
  transport induction checklist and refreshed at intervals of 3 years.
• Training needs analysis is undertaken for all staff undertaking transport duties, including those
  that undertake occasional tasks. All staff undertaking transport operations are provided with
  mandatory training in the safe use of the tail lift, correct/safe use of restraints, posture and seat
  belts, passenger assistant training (PATS), driver training (MiDAS ), training in how to identify
  and report hazards and how to conduct daily checks, first aid training, safeguarding training and
  where identified by risk assessment, moving and handling training, managing challenging
  behaviour and training in specific medical needs. Training records are maintained and training is
  refreshed at intervals of 3 years ( 4 years for PATS and MiDAS).
• Operational procedures for drivers and passenger assistants are developed bespoke to each
  service and all staff sign that they have read and understood.
• Drivers have a current valid licence for the class of vehicle they will be driving and where
  applicable undertake driver certificate of professional competence(CPC). All minibus drivers must
  hold a category D1 entitlement on their licence.
• Driver licenses are checked prior to commencing driving duties, every 6 months and records kept.
• Pre- use daily vehicle checks are undertaken and recorded by the driver and escort including ,
  where fitted, a thorough check of the tail lift.
• The rules around driver’s hours are adhered to so that tiredness/fatigue while driving is
  prevented. Staff are required to take a break of 15 minutes from driving every 2 hours. The
  working time directive must be complied with as well as Domestic and EU rules on driver hours.
• Staff are instructed not to use mobile phones while driving, this includes hands free models .The
  escort/second driver should carry out these duties.
• Seat belts are worn at all times and passengers /wheelchairs are secured in line with
  manufacturers recommendations.
• All equipment is inspected and maintained adhering to manufacturers recommendations
• Procedure for the safe operation of tail lifts is adhered to.
• Procedures/manufacturer’s instructions for specialist fittings (Generators, On board ICT, Mains
  ‘Hook Up’s’ etc) are followed.
• Procedures for the safe use of trailers are adhered to.
• Staff are informed of the arrangements for dealing with emergencies including breakdown,
  passenger onward travel etc.
• All accidents/incidents are reported and investigated using HS1/HS2 in addition to any insurance
  claim form.
• The first aid needs assessment considers requirements for all transport operations.
• An assessment of personal protective equipment is conducted and suitable equipment is
  supplied for the duties being carried out.
• Compliance with departmental standards/performance is assessed during supervision and
  regular performance management reviews.
• All transport contractors/providers appointed by the department meet the requirements set out in
  this procedure.
• Compliance with transport procedures is regularly monitored by managers ,service managers
  and heads of service and during audits and other monitoring activities.

Employees must
• Read/implement the requirements of all individual, transport and route risk assessments and
  operational procedures.
• Follow safe systems of work. Use any vehicle /equipment safely as instructed
• Complete and record the pre- use daily checks
• Only use equipment if properly trained
• Report any concerns/unsafe conditions or defects or anything that you do not understand immediately to your manager
• Report all accidents/incidents and near misses
• Only use equipment if properly trained
• Report any concerns/unsafe conditions or defects or anything that you do not understand immediately to your manager
• Report all accidents/incidents and near misses
• Not respond to aggression from other drivers. Road rage incidents are rare and can often be avoided by not responding
• Notify their manager of any changes to their license status immediately and produce their licence for inspection at least every six months.
• Notify their manager of any health conditions that may affect their ability to drive.
• Attend training, eye test & medicals as required
• Wear personal protective equipment whilst on driving/escort duties at all times e.g. high visibility clothing
• Not use any type of mobile phone while driving including hands free models
• Not consume alcohol, non prescribed drugs or prescribed drugs that forbid the use of machinery before the commencement of driving tasks
• Follow advice and adhere to road traffic acts and regulations

For advice and guidance on any transport safety matter, please contact the health and safety team 0207 525 3808/5035 or fleet services 0207 525 2498.

OEAP National guidance can be accessed via EVOLVE www.southwarkvisits.org.uk