

TRUST-WIDE NON-CLINICAL POLICY DOCUMENT

DRIVING SAFELY AT WORK POLICY

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Lead Author(s):	Health & Safety Team

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*Striving for perfect care for
the people we serve*

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DRIVING SAFELY AT WORK POLICY

Further information about this document:

Document name	DRIVING SAFELY AT WORK POLICY (HS16)
Document summary	The Policy provides appropriate guidelines to ensure that the Trust complies with its statutory duties to manage the risks associated with Driving at Work. The principles of this policy shall apply to all work situations where driving is involved. Whilst driving for work purposes, staff must comply with road traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.
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To be read in conjunction with	SA02A Risk Management Policy and associated Risk Management Template SA07 Health, Safety and Welfare
This document can be made available in a range of alternative formats including various languages, large print and braille etc	
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Version Control:

Version History:		
Consultation Draft, Version 0	Document to be presented to the Health and Safety Committee and Policies Group for agreement for approval	date
Version 1.0	Document redrafted following discussions within the Safety Team. Editing and completion of the Equality and Human Rights Analysis.	Oct – Nov 2019

SUPPORTING STATEMENTS

This document should be read in conjunction with the following statements:

SAFEGUARDING IS EVERYBODY'S BUSINESS

All Mersey Care NHS Foundation Trust employees have a statutory duty to safeguard and promote the welfare of children and adults, including:

- being alert to the possibility of child / adult abuse and neglect through their observation of abuse, or by professional judgement made as a result of information gathered about the child / adult;
- knowing how to deal with a disclosure or allegation of child/adult abuse;
- undertaking training as appropriate for their role and keeping themselves updated;
- being aware of and following the local policies and procedures they need to follow if they have a child / adult concern;
- ensuring appropriate advice and support is accessed either from managers, *Safeguarding Ambassadors* or the trust's safeguarding team;
- participating in multi-agency working to safeguard the child or adult (if appropriate to your role);
- ensuring contemporaneous records are kept at all times and record keeping is in strict adherence to Mersey Care NHS Foundation Trust policy and procedures and professional guidelines. Roles, responsibilities and accountabilities, will differ depending on the post you hold within the organisation;
- ensuring that all staff and their managers discuss and record any safeguarding issues that arise at each supervision session

EQUALITY AND HUMAN RIGHTS

Mersey Care NHS Foundation Trust recognises that some sections of society experience prejudice and discrimination. The Equality Act 2010 specifically recognises the protected characteristics of age, disability, gender, race, religion or belief, sexual orientation and transgender. The Equality Act also requires regard to socio-economic factors including pregnancy /maternity and marriage/civil partnership.

The trust is committed to equality of opportunity and anti-discriminatory practice both in the provision of services and in our role as a major employer. The trust believes that all people have the right to be treated with dignity and respect and is committed to the elimination of unfair and unlawful discriminatory practices.

Mersey Care NHS Foundation Trust also is aware of its legal duties under the Human Rights Act 1998. Section 6 of the Human Rights Act requires all public authorities to uphold and promote Human Rights in everything they do. It is unlawful for a public authority to perform any act which contravenes the Human Rights Act.

Mersey Care NHS Foundation Trust is committed to carrying out its functions and service delivery in line with a Human Rights based approach and the FREDA principles of **F**airness, **R**espect, **E**quality **D**ignity, and **A**utonomy.

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1.0 PURPOSE AND RATIONALE

- 1.1 The purpose of this Policy is to ensure that risks associated with driving whilst at work are minimised, so far as is reasonably practicable and that adequate controls are in place to protect both the Trusts interests and the safety of its staff. The policy provides a set of standards, which form a framework within which all parties may positively operate.
- 1.2 This policy establishes a framework for dealing with situations that may arise as a consequence of its implementation, e.g. identifying persons who are unfit to drive or are no longer permitted to drive Trust vehicles or leased vehicles. It does not diminish in any way an individual's responsibility to act within the law in all regards when driving on the public highway.

2.0 OUTCOME FOCUSED AIMS AND OBJECTIVES

- 2.1 The aim of this policy is to ensure that all practical processes are established to protect the health, safety and welfare of those driving for business purposes. The Trust would like to specify that, for the purpose of this policy, driving at work means 'driving whilst paid and in connection with the drivers work activities'.
- 2.2 The policy aims to help avoid and manage situations that may expose employees to any added or increased occupational risk that may result from driving on business for work.
- 2.3 This policy establishes a structure for dealing with situations that may arise as a consequence of its implementation, e.g. identifying persons who are unfit to drive or are no longer permitted to drive Trust vehicles or leased vehicles. It does not diminish in any way an individual's responsibility to act within the law in all regards when driving on the public or private highways and roads.

3.0 SCOPE

- 3.1 This policy applies to all persons who drive Trust owned or leased vehicles on behalf of the Trust for business purposes, either as an essential part of their employment or on a casual basis or for convenience and also includes leased vehicles where the lease has been arranged by the Trust and insurance is provided by the Trust.
- 3.2 This policy includes volunteers and others who drive Trust owned/leased vehicles as part of their volunteering duties and who are personally responsible for ensuring that they are qualified and competent to drive the relevant type of vehicle.
- 3.3 This policy also applies to staff and volunteers who use their own vehicle in order to undertake some element of their role within the Trust (e.g. travel to other sites, outreach work, travelling to training venues, etc.).

4.0 DEFINITION

For the purpose of this policy the Trust will use the following definition of a Vocational Driver: A vocational driver is defined as any employee who is required to drive a Trust vehicle as part of their duties, and applies equally to both regular and occasional drivers. Vocational drivers are those who drive:

- Large Good Vehicles ([LGV](#)) and Passenger Carrying Vehicles (PCV)
- Drivers required by national legislation to hold licenses for goods vehicles between 3.5 and 7.5 tones (Group C1)
- Drivers of small passenger carrying vehicles between 9 and 16 passenger seats (Group D1, usually minibuses)
- Regular drivers of lift trucks as per HSE recommendations
- Employees who drive clients or colleagues as part of their regular duties.

5.0 DUTIES

5.1 Chief Executive

- Has overall responsibility for ensuring compliance with Health & Safety legislation
- Ensure effective implementation of the Driving Safely at Work Policy within the organisation.

5.2 Divisional Directors/ Chief Operating Officers and Risk Leads, will

- Ensure that the requirements of this policy is fully implemented within the division
- Ensure that designated 'vocational' drivers as defined in this policy are referred to Occupational Health for driver medicals.

5.3 Head of Facilities and Facilities Managers shall

- Ensure that Standing Operating Procedures (SOP) for the use of and management of fleet vehicles are produced in support of this policy
- Ensure that Vocational Driver Identification Form at **Appendix 11.8** is completed and returned to Occupational Health in April and October of each reporting year
- Ensure that vocational drivers are referred to the Occupational Health Department if any change in health occurs between medical examinations which may affect driving ability
- Ensure that anyone employed to undertake patient driving/transport duties receives an appropriate level of induction training and supervision

- Ensure that only suitably competent, qualified and trained staff has access to Trust fleet vehicles, forklift trucks and minibuses etc. For example a minibus driver requires a class D1 entitlement on their license. For fork lift truck operations an operator should hold a relevant accredited plant card such as Construction Plant Competence Scheme(CPCS) or similar
- Ensure that drivers are competent to do the job safely and without risks to health and safety
- Ensure that planned/preventive maintenance is carried out and recorded in accordance with manufacturers' recommendations for all fleet vehicles
- Ensure that drivers know how to carry out documented routine daily/weekly safety checks, such as those on lights, tyres, fuel, body condition, windscreen and wheel fixings, and report any faults
- Ensure that any reported defects of Trust fleet vehicles are dealt with promptly. Any vehicle with a serious defect making it unsafe for employees and/or members of the public must be taken off the road immediately until the repair has been carried out
- When selecting new vehicles make sure that vehicles have driver aids and other safety devices where appropriate, e.g. reversing alarms, camera systems, proximity sensors
- Ensure that fleet vehicles used for passenger carriage and/or equipment does not exceed their maximum load weight.

5.4 Health and Safety Team, will

- Monitor and review all vehicle incidents to identify any learning outcomes
- Annually, via the Health and Safety Committee, monitor compliance with this policy in terms reviewing vocational driver attendances at Occupational Health and completion of vehicle safety checks
- Receive and pursue reports of non-compliance with the requirements of this policy.

5.5 Occupational Health Service

- The Trusts Occupational Health Service will put in place systems and process to ensure that drivers, who meet the definitions of a vocational driver, undertake the 'Vocational' Drivers Medical Assessment in line with the DVLA Medicals Standards for Fitness to Drive.
Guidelines which can be found in Appendix 11.8 at:-
<https://www.gov.uk/government/publications/assessing-fitness-to-drive-a-guide-for-medical-professionals>

5.6 Line Managers

Are responsible for ensuring that staff who are required to undertake vocational driving duties are referred to Occupational Health to confirm their medical fitness for these duties

Line Managers shall:-

- Ensure that only suitably qualified and trained staff have access to Trust fleet vehicles, forklift trucks and minibuses etc.
- Ensure that the Vocational Driver Identification Form at **Appendix 11.8** is completed and returned to Occupational Health in April and October of each reporting year
- React to any adverse and winter conditions by assessing the priority and need of travel and cancel any unnecessary journeys as appropriate
- Ensure that vocational drivers are referred to the Occupational Health Department if any change in health occurs between medical examinations which may affect driving ability
- Ensure staff receive appropriate help and advice in relation to vehicle safety
- Ensure that all staff register their vehicle and license details via the HR Portal as shown in Appendix 3 and undertake annual documents checks
- Regularly emphasise the importance of safe driving and record the details
- Ensure that employees involved in accidents in the course of their work receive the appropriate support and participate in any appropriate accident investigation and recommendations and notify the Health & Safety Advisor of any work related driving accidents for monitoring purposes
- Make it clear that the employee must maintain their vehicle in a roadworthy condition if they are to use their own vehicle for work
- Remind employees of their responsibilities in respect of workplace car lease agreements if appropriate
- Remind employees that they are to be informed of any change in circumstances that may impact on the employee's ability to drive. Anything brought to the attention of the line manager must be acted upon
- In relation to any goods vehicle driving ensure that drivers do not exceed the EU regulations on driving hours of up to 9 hours per day or up to 10 hours twice a week with a 45 minutes break after 4.5 hours driving.

5.7 All Drivers

- All staff and other persons who drive Trust owned or leased vehicles as an essential part of their employment should provide a driving licence check code to their manager/supervisor on an annual basis, to prove their continued qualification to drive. Appendix 4 provides details on how to provide your manager/supervisor with a check code to validate your

licence. Staff have a responsibility to advise their manager of any changes to their licence which affects their ability to drive

- Where staff are required to drive Trust owned or leased vehicles or their own vehicle as an essential part of their duties, they are duty bound to inform their line manager of any additional convictions (including penalty points) or periods of disqualification immediately
- Staff who drive their own vehicle whilst at work, and wish to claim travel expenses must provide proof of insurance for business use, a valid MOT (if over 3 years old), valid and current driving licence, to their line manager. Driver and vehicle documents for employees will be stored in the expenses system against each employee who claims travel expenses within Mersey Care
- It is a legal requirement that all persons who drive on the public highway to be sufficiently and appropriately insured. All persons who drive Trust owned or leased vehicles as an essential part of their employment and all persons who request vehicles to be hired or leased by the Trust for their use on business purposes are automatically covered by the Trusts insurance policies.

Standard car insurance is for 'social, domestic and pleasure' purposes only, which permits travel to and from your normal place of work, but does not cover the use of the vehicle whilst at work.

- It is the responsibility of all staff to ensure that they are medically fit to drive on the public highway, irrespective of whether they are doing so as an individual for social, domestic or pleasure purposes, or whether they are doing so as a work-related activity. Drivers of Trust vehicles must declare to their line manager if they are suffering from or are diagnosed with any medical condition that might adversely affect their ability to drive safely, (e.g. epilepsy, diabetes, and vision impairment). Reference will then be made to Occupational Health, who will assess the condition of the individual and advise the Trust regarding on a course of action
- Where staff are required to drive Trust owned or leased vehicles as part of their duties, they are duty bound to inform their line manager immediately of any medical condition which would prevent them from driving legally on the public highway. Managers will relieve the person of all driving duties with immediate effect and in consultation with the individual, may identify suitable means by which they may continue to undertake their normal duties or alternative work activities (as a short term solution). Advice should be sought from HR and where applicable from Occupational Health. Where a person drives Trust owned or leased vehicles either as an essential part of their employment, or where driving is part of an approved activity (e.g. driving a minibus), the Trust will seek to support individuals to ensure that fitness to drive is achieved.

Support may include:

- Pre-employment medical screening
- Eyesight examinations (as necessary)
- Health checks via Occupational Health

6.0 PROCESS

6.1 Road Safety

- The driver of a vehicle is responsible for the safe condition of the vehicle and any loads carried when it is taken on the public highway. It is therefore vital all drivers should undertake basic routine checks of vehicles provided for their use before driving the vehicle

(See Appendix 11.1 for checklist)

6.2 Drugs Alcohol And Prescription Medicine

- Drivers must not drive under the influence of alcohol, intoxicating drugs or other substances that are likely to impair judgement or the ability to react quickly and appropriately to road conditions or circumstances
- Drivers who are taking prescription drugs which might adversely affect their ability to drive should inform their line manager in the first instance and cooperate fully in determining the most appropriate course of action.

6.3 Mobile Devices

- When driving whilst at work staff are advised to comply fully with the law
- Plan your journey in advance
- Satellite Navigation devices (Sat Nav.) will help you plan a route, not every aspect of a journey. Planning a journey in advance can reduce the drivers reliance on the Sat Nav. at dangerous times, and will also prompt drivers to think about issues such as fatigue and the best time to do the journey
- Position the Sat Nav. safely, out of the way of airbags and not obstructing the driver's vision
- Find a method of using the Sat Nav. that is not distracting to you
- Organisations must ensure that staff can use Sat Nav. safely
Even if an organisation has not provided the Sat Nav. system and it is owned by their employee who is using it whilst at work, they must still ensure that drivers are not using it dangerous

6.4 Mobile Phone

- Managers/supervisors are advised that where they may need to contact a members of staff by mobile phone, who may be driving, that the driver should be advised to use the 'voicemail' facility and agree contact times or arrangements whereby they call back to regularly to pick up messages
- Where the Trust requires staff to undertake driving of a Trust owned or leased vehicle, it is expected that the schedule of driving, work activities and periods of rest are mutually agreed and determined, so as not to place an undue burden upon the person concerned.

In exercising reasonable control over driving there is a need to be able to answer the following questions:

- Are the routes selected appropriate and have journey details been left with someone
- Is the timetable achievable and provide sufficient time for the journey, making time for rest breaks, (at least 15 minutes rest in every 2 hours driving) and traffic congestion
- Does the work activity to be undertaken upon arrival and the distance/time involved ensure that the risk of driver fatigue is minimised
- Where necessary, a manager should plan the journey and consider overnight stays should the journey take longer than 3 hours in any working day.

6.5 Reporting Accidents And Incidents

In the event of any accident whilst driving at work, an incident report form must be completed and submitted.

Where staff are driving Trust owned or leased vehicles or vehicles which are hired by the Trust for their use and they are involved in a road traffic accident or incident which results in damage to a vehicle, loss or damage to property or injury to persons, they must report to their manager as soon as possible any incident which may give rise to a claim irrespective of the amount of damage.

Under no circumstances should a driver admit liability or make offer of payment to a third party or his insurer. It is vital that the driver notes the registration number of the vehicle(s) involved. The full name and address of each driver should be obtained. A mobile phone number proves insufficient in many cases.

It is vital to obtain contact details of any witnesses and is also preferable to also obtain statements from such witnesses if possible. Photographs and a detailed sketch (showing road markings) may also assist if liability is subsequently disputed.

6.6 Vehicle Security

To ensure vehicle security:-

- Vehicles must be locked when unattended and security devices used
- Don't leave anything on show when the car is unattended
- Care should be taken when parking. In the dark, if possible, ensure that the car is parked in a well-lit area
- Do not park in disabled bays unless you have the correct documents to do so. Never park on the pavement.

6.7 Dealing With Staff Who Have Incurred Additional Convictions Or Disqualification

Should any member of staff be disqualified from driving their manager must relieve the person of all driving duties with immediate effect. In consultation with the individual, the manager should seek to identify suitable means by which the staff may continue to undertake their normal duties or alternative work activities (as a short term solution). Advice will be sought from HR and in consultation with the staff member and their line-manager to determine the most appropriate course of action.

6.8 Plug-In Electric Vehicles (Pev)/Pool Vehicles

Where PEV's are used the Trust 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
- 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 vehicles are 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 via DATIX adverse incident system
- After an accident or incident 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.

7.0 CONSULTATION

- 7.1 The Trust will ensure that all members of staff are provided with the information that they require to work safely and without risk to their health. This will include information, such as the results of assessments and the appointment of various categories of competent persons, required under various pieces of legislation.
- 7.2 Consultation on health and safety matters with employees who are members of a recognised trade union will take place through the agreed channels. However; employees who are not members of a recognised trade union will be consulted with either directly, or through a representative whom they have elected. This will enable the Trust to meet its obligations under the Consultation with Employees Regulations 1996.

8.0 TRAINING AND SUPPORT

- Managers must be confident that all drivers are competent to drive the vehicle concerned e.g. mini bus. Where necessary drivers may be required to undertake additional training or an assessment of their ability to drive a particular vehicle
- Assessments will need to be undertaken by a suitability qualified assessor and training arranged through the Learning Development Team.
- Training appropriate to the vehicle will be carried out which also includes safe working methods of fixing and operating equipment such a trailers, lawn cutting devices, salt spreaders etc.

The Road Traffic Act states that the driver is responsible for the roadworthiness of any vehicle, the load being carried and the wearing of seat belts by passengers, whilst travelling on the public highway.

As such, Trust staff intending to drive any vehicle for work related purposes should undertake appropriate daily checks prior to using the vehicle.

9.0 MONITORING

9.1 The Trusts Occupational Health Service will put in place systems and process to ensure that drivers, who meet the definitions of a vocational driver, undertake the 'Vocational' Drivers Medical Assessment in line with the DVLA Medicals Standards for Fitness to Drive. Guidelines which can be found in Appendix 11.8 at :-
<https://www.gov.uk/government/publications/assessing-fitness-to-drive-a-guide-for-medical-professionals>

9.2 Further monitoring is required as detailed below

Area for Monitoring	Methodology	Who by	Reported to	Frequency
Driving licence checks	Checks	Manager/supervisors	Safety Team	Annually
Driving/vehicle documents checks (insurance, MOT, log book)	Checks	Manager/supervisors	Safety Team	Annually
Assessment and Training records	Kept in individuals personal file	Manager/supervisor	Line Manager	On completion of any assessment or Training
Fitness to drive	Occupational Health referral	Manager/supervisor	Occupational Health	As required

10.0 EQUALITY AND HUMAN RIGHTS ANALYSIS

Title: HS16- DRIVING SAFELY AT WORK POLICY

Area covered: Driving at Work

What are the intended outcomes of this work? *Include outline of objectives and function aims*

The aims and objectives are:-

(a) to ensure compliance with the statutory, common law, and trust minimum performance standards.

(b) to eliminate or implement appropriate control measures arising out the trust's work activities to reduce identified risk to as low as is reasonably practicable.

Who will be affected? *e.g. staff, patients, service users etc.*

Applies to all activities and functions undertaken by, or on behalf of, the trust and applies to all trust employees and anybody who is or may be impacted upon by work activities of the trust.

Evidence

What evidence have you considered?

Equality Information as published on the website in relation to the content of this policy.

Disability (including learning disability)

No significant issues.

Sex

No significant issues.

Race Consider and detail (including the source of any evidence) on difference ethnic groups, nationalities, Roma gypsies, Irish travellers, language barriers.

No significant issues.

Age Consider and detail (including the source of any evidence) across age ranges on old and younger people. This can include safeguarding, consent and child welfare.

No significant issues.

Gender reassignment (including transgender) Consider and detail (including the source of any evidence) on transgender and transsexual people. This can include issues such as privacy of data and harassment.

No significant issues.

Sexual orientation Consider and detail (including the source of any evidence) on heterosexual people as well as lesbian, gay and bi-sexual people.

No significant issues.

Religion or belief Consider and detail (including the source of any evidence) on people with different religions, beliefs or no belief.

No significant issues.

Pregnancy and maternity Consider and detail (including the source of any evidence) on working arrangements, part-time working, infant caring responsibilities.

No significant issues.

Carers Consider and detail (including the source of any evidence) on part-time working, shift-patterns, general caring responsibilities.

No significant issues.

Other identified groups Consider and detail and include the source of any evidence on different socio-economic groups, area inequality, income, resident status (migrants) and other groups experiencing disadvantage and barriers to access.

No significant issues.

Cross Cutting implications to more than 1 protected characteristic

No significant issues.

Human Rights	Is there an impact? How this right could be protected?
Right to life (Article 2)	<i>Use not engaged if Not applicable</i> Supportive of HRBA.
Right of freedom from inhuman and degrading treatment (Article 3)	<i>Use supportive of a HRBA if applicable</i> Supportive of HRBA.
Right to liberty (Article 5)	Supportive of HRBA.
Right to a fair trial (Article 6)	Supportive of HRBA.
Right to private and family life (Article 8)	Supportive of HRBA.
Right of freedom of religion or belief (Article 9)	Supportive of HRBA.
Right to freedom of expression Note: this does not include insulting language such as racism (Article 10)	Supportive of HRBA.
Right freedom from discrimination (Article 14)	Supportive of HRBA.

Engagement and Involvement *detail any engagement and involvement that was completed inputting this together.*

Disseminated to key stakeholders throughout the Trust prior to referral to the Health and Safety Committee.

Summary of Analysis *This highlights specific areas which indicate whether the whole of the document supports the trust to meet general duties of the Equality Act 2010*

Eliminate discrimination, harassment and victimisation

Where appropriate the policy is supportive.

Advance equality of opportunity

Where appropriate the policy is supportive.

Promote good relations between groups

Where appropriate the policy is supportive.

What is the overall impact?

The overall impact on the implementation on this policy review is minimal.

Addressing the impact on equalities

There needs to be greater consideration re health inequalities and the impact of each individual development /change in relation to the protected characteristics and vulnerable groups

Action planning for improvement

Detail in the action plan below the challenges and opportunities you have identified. *Include here any or all of the following, based on your assessment*

- Plans already under way or in development to address the **challenges** and **priorities** identified.
- Arrangements for continued engagement of stakeholders.
- Arrangements for continued monitoring and evaluating the policy for its impact on different groups as the policy is implemented (or pilot activity progresses)
- Arrangements for embedding findings of the assessment within the wider system, OGDs, other agencies, local service providers and regulatory bodies
- Arrangements for publishing the assessment and ensuring relevant colleagues are informed of the results
- Arrangements for making information accessible to staff, patients, service users and the public
- Arrangements to make sure the assessment contributes to reviews of DH strategic equality objectives.

For the record

Name of persons who carried out this assessment:

Health & Safety Team

Date assessment completed:

19/11/2019

Name of responsible Director: Executive Director of Communications and Corporate Governance

Date assessment was signed:

11.0 APPENDICIES

11.1 Example 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? The tyres free must be free from obvious damage. Tread should be at least 1.6mm for vehicles under 3500kg and 1mm for vehicles over 3500kg. Plant vehicles should have tyres suitable for the environment that they operate in	
7. Are the tyre pressures correct?	
8. Are the following in good working order: <ul style="list-style-type: none"> • Lights e.g. Head Side Tail Brake • Indicators • Hazard Warning • Seat Belt 	
9. Windscreen wipers working / washers full?	
10. Is the braking system in proper working order including hand brake?	
11. Is the windscreen clean and unobstructed?	
12. Is the rear window clean and unobstructed?	
13. Are all mirrors clean and correctly adjusted?	
14. Tow bars and tail lifts are fitted and working correctly (where applicable)	
15. Checking that the load does not exceed the vehicles carrying capacity and that the load is secured	
16. Is the vehicle in good condition and suitable for the task	

NOTE

These are tasks which do not require any technical expertise and are the basic checks included in the current UK driving standards examination.

It remains the responsibility of any driver to ensure that a vehicle is roadworthy. Departments are advised to record inspections of Trust owned or leased vehicles on the Vehicle Log Book form.

11.2 Driver's Questionnaire

Managers/supervisors must ensure that all persons whose work involves driving Trust owned or leased vehicles complete this Drivers Questionnaire prior to being assigned driving duties.

Where an employee answers YES to question 2-8 then full details must be provided to their manager/supervisor who will seek advice from HR and/or occupational health as to the individuals capability/ability to continue with driving related duties. A copy of the form will be placed on the staff members personnel file.

Name		Age	
Driving Licence No		Date Passed UK Test	
1. Does your driving licence permit you to drive the type of vehicle you are being employed or otherwise allowed to drive? Please refer to the drivers' handbook for further information.			
			Yes / No
If the answer to any question numbered 2-8 is YES, full details must be supplied (using separate page)			
2.	Have you resided in the British Isles for less than three years? (If 'Yes' please include country of origin and where driving test passed)		Yes / No
3.	Have you been involved in any motor accidents, losses or claims (other than windscreen claims) during the last 3 years irrespective of blame?		Yes / No
4.	During the last 11 years, have you been disqualified from driving?		Yes / No
5.	a) Have you ever been convicted of any motoring offences (including fixed penalty offences) during the last 5 years? b) Is any prosecution pending?		Yes / No
6.	Do you suffer from diabetes, epilepsy, defective hearing or vision, heart condition, or any other physical or mental disability, infirmity or disease?		Yes / No
7.	Have you ever had any motor vehicle insurance you hold or have held, declined, cancelled or refused at normal terms?		Yes / No
8.	Do you use a Trust owned or leased vehicle for any business other than that of the Trust?		Yes / No

I hereby declare that the above statement and particulars are true and that there is no future material information that should be disclosed. I agree to advise immediately any changes in particulars.

I understand that I am required to bring my driving licence for inspection on an annual basis, and I am duty bound to inform my line manager immediately of any additional convictions (including penalty points), periods of disqualification or medical condition that would prevent me from driving.

Drivers Signature	
Date	
FOR LINE MANAGERS USE	
Licence Checked by	
Position	
Date	

11.3 Driving Licence Checks

There is a requirement for the Trust to confirm that persons who drive as part of their job role hold a valid driving licence. The Individual has a responsibility to advise their manager of any changes to their licence which affects their ability to drive, and the manager has a responsibility to check that the employee has the correct licence, to ensure that individual is eligible to drive a particular class of vehicle.

The DVLA website has a facility for license holders which allows any licence holder to create a “one off” licence check code to share their driving record with a third party, e.g. the Trust. This means that Trust staff/volunteers can provide the check code to their manager/supervisor who can then access an individual's record online to ensure that the driver/employer satisfies all legal and Trust requirements.

11.4 Procedure for the on line checking of driving licence.

The individual should check their driving record at the web site below and by completing the necessary information a check code is generated which is unique and only valid for 21 days. Your manager/supervisor should be provided with the check code and your photo licence card

<https://www.gov.uk/view-driving-licence>

Manager/Supervisor, should follow the link below after receiving the information from the member of staff

The Manager/supervisor should log onto the web site below, input the driver number and the code supplied by the staff member; this will enable them to verify the driver record, note that the code is only valid for 21 days once it has been generated.

www.gov.uk/check-driving-information

Driving licence information should not be printed and retained on personnel files as the General Data Protection Regulations (GDPR) could deem this to be excessive. The supervisor/manager only needs to record the date and time that they have viewed the driving licence.

11.5 Lift Truck Operators

Potential lift-truck operators should be:

- reasonably fit, both physically and mentally, to safely control and operate lift trucks, with the learning ability and potential to become competent operators
- reliable, with a responsible attitude to their work
- physically capable – you should assess this on an individual basis. You may need to get medical advice as the Equality Act 2010 is likely to apply so reasonable adjustments may be required to allow some people to work as lift-truck operators.
-

Regular refresher training will ensure operators:

- maintain good driving habits
- learn new skills where appropriate
- reassess their abilities.

Refresher training or retesting might also be appropriate where operators:

- have not used trucks for some time
- are occasional users
- appear to have developed unsafe working practices
- have had an accident or near miss
- have changed their working practices or environment.

Note: There is no such thing as a lift-truck 'licence'. There is no legal requirement to issue certificates of basic training, but they provide evidence that operators have received relevant training and achieved an appropriate level of operating ability.

11.6 Vocational Drivers Identification Form

Name of Division:		Service Name:	
Managers Name:		Service Location	

This is to confirm that the following named personnel are employed as drivers and or meet the definitions of a vocational driver and are required to have a driver medical examination.

First Name	Surname	Type of Vehicle (<i>HGV, forklift trucks, minibus, vans etc.</i>)	Employment Date

Definition of a Vocational Driver: A vocational driver is defined as any employee who is required to drive a Trust vehicle as part of their duties, and applies equally to both regular and occasional drivers. Vocational drivers are those who drive:

- Large Good Vehicles ([LGV](#)) and Passenger Carrying Vehicles (PCV).
- Drivers required by national legislation to hold licenses for goods vehicles between 3.5 and 7.5 tones (Group C1).
- Drivers of small passenger carrying vehicles between 9 and 16 passenger seats (Group D1, usually minibuses).
- Regular drivers of lift trucks as per HSE recommendations
- Employees who drive clients or colleagues as part of their regular duties.

This document once completed must be sent to occupationalhealth@merseycare.nhs.uk

11.7 Accident Procedures

Accident procedure

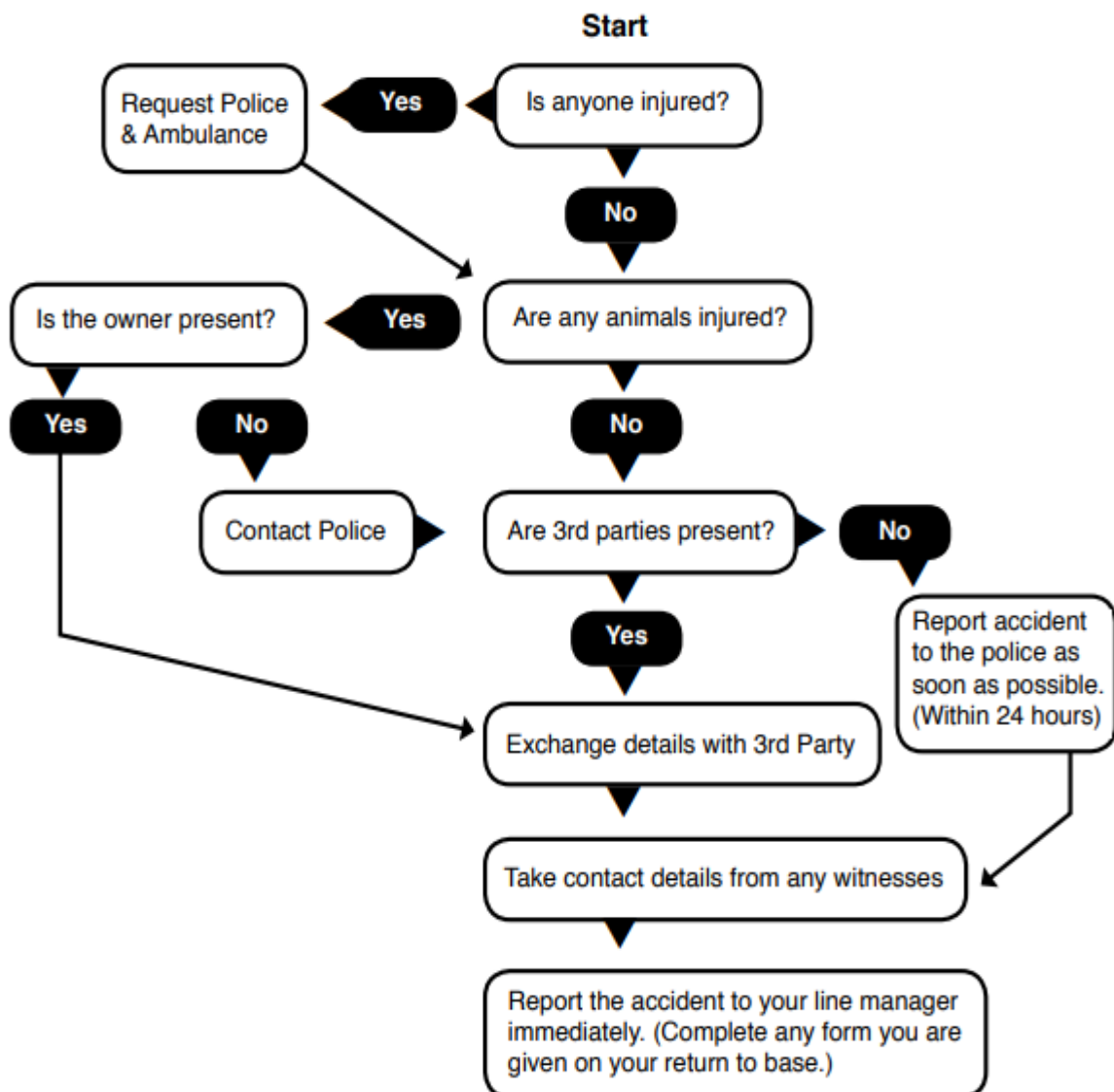
In the event of a collision all employees must:

- Stop
- Keep calm
- Be courteous and present a positive image.
- Not accept liability.

Employees must prioritise:

- Their own safety
- The safety of anyone else involved
- The safety of other road users

Employees must follow the steps below:



11.8 Example Driving At Work Assessment

Organisational risk assessment

Completed by:					Date:			
Description of the Hazard	Who might be harmed and how	Severity (S)	Likelihood (L)	Risk rating (S 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
Do not hold the appropriate driving licence or not qualified to drive	Staff / colleagues who are passengers in the car	5	1	5	Production of driving licence by eligible drivers on an annual basis. Staff sign a declaration stating the number of penalty points they have currently, if any. The line manager will review dependant on the number stated.	Evaluation and reinforce policy and procedures Record Documented declaration and checks	5	
Do not hold appropriate insurance	Other road users or pedestrians	5	1	5	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.	Evaluation and reinforce policy and procedures Record Documented declaration and checks	5	
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	5	2	10	All eligible drivers are personally responsible to declare that they are fit to drive and comply with road	Evaluation and reinforce policy and procedures	5	

	and travel and expenses policy				traffic legislation on an annual basis.	Record Documented declaration and checks		
Driving whilst under the influence of drugs/medication/alcohol	Prosecution of the organisation for duty of care failing	5	1	5	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. 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.	Evaluation and reinforce policy and procedures Record Documented declaration and checks	5	
Lone working whilst driving		5	2	10	All eligible drivers must follow lone worker and personal safety guidelines.	Evaluation and reinforce policy and procedures Record Documented declaration and checks	5	

Accident or incident whilst employee driving at work	Loss of reputation of organisation to stakeholders	5	2	10	All eligible drivers are aware of policy and procedures to follow if accident or an incident occurs.	Evaluation and reinforce policy and procedures Record Documented declaration and checks	5	
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	5	1	5	Journey must be considered essential.	Evaluation and reinforce policy and procedures Record Documented declaration and checks	5	
Contravening road traffic act whilst driving	Colleagues who are passengers in the car	5	2	10	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.	Evaluation and reinforce policy and procedures Record Documented declaration and checks	5	
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	5	2	10	All eligible drivers are aware of policy and procedures.	Evaluation and reinforce policy and procedures Record Documented	5	

	stakeholders					declaration and checks		
Eligible drivers spending excessive hours driving for business purpose	Prosecution of the organisation for duty of care failing	5	1	5	Eligible drivers are aware that they must plan their journey in advance, especially driving for long periods where alternative transport should be considered. Eligible drivers must adhere to driving legislation and safe driving guidance at all times. All eligible drivers are aware of the standards required to drive at work including tolerance and concentration whilst driving.	Evaluation and reinforce policy and procedures Record Documented declaration and checks	5	
Accident or incident occurs due to poor car maintenance	Loss of reputation of organisation to stakeholders	5	2	10	All eligible drivers are aware of the need for pre-journey preventative checks. Risk assessment carried out on time spent by eligible drivers driving for business purposes by directorate.	Evaluation and reinforce policy and procedures Record Documented declaration and checks	5	
Car breakdown and driver alone with the car	Colleagues who are passengers in the car Other road users or pedestrians	5	2	10	All eligible drivers must follow lone worker and personal safety guidelines. Lease car holders have vehicle serviced annually through Lease Company. Eligible drivers are aware for the need of an annual service	Evaluation and reinforce policy and procedures Record Documented declaration	5	

					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.	and checks		
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