



PARKSTONE
GROUP HOLDINGS

CONSTRUCTION PARTNERS WITH STRONG FOUNDATIONS

Occupational Road Risk Policy

To be read in conjunction with the Parkstone Group Company Handbook, Parkstone Safety Guide for Occupational Drivers and related Safety Alerts.

The Road Traffic Act 1998 and the Health and Safety at Work Act 1974 places a duty on the Parkstone Group and their employees to ensure as far as reasonably practicable the health, safety and welfare of their employees and non-employees to risks created by employees who are road users.

The Management of Health and Safety at Work Regulations 1999, also requires the Parkstone Group to make a suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed whilst they are at work; and the risks to persons not in his employment arising out of or in connection with the conduct by him or his undertaking.

To sum up, the Parkstone Group has a duty to its employees and other road users to ensure that whilst driving on the roads for Parkstone Group business, all risks of potential harm created by either the vehicles or the drivers of vehicles are reduced to a minimum.

The types of risks involved can include:

- The use of a vehicle that has no current MOT certificate, no insurance cover or Road Tax Licence, i.e. not fit for purpose.
- The use of a vehicle which may not be ergonomically suited to the loading / unloading or carriage of goods.
- The use of mobile phones whilst driving a vehicle
- An unlicensed driver.

Parkstone Group shall carry out individual risk assessments for all employees driving on company business. These shall be reviewed on a regular basis.

The risk assessment will include an assessment of the following:-

<ul style="list-style-type: none">- Type of licence held.- No of years licence held.- Age of the driver.- Previous driving related convictions.- Annual mileage.- Accident history.- Vehicle engine size.	<ul style="list-style-type: none">- Vehicle Euro NCAP score.- Medication used.- Training.- Average time driving per day.- Average length of working day.- Time spent driving 12 midnight to 6am.
---	---

Any individual with a high risk rating shall be given further driver training prior to driving on the public highway.

When staff are expected to make use of their own private vehicles for work purposes the above risks are not always given the appropriate amount of consideration.

The Parkstone Group recognises the need to meet its statutory duties and as such will ensure that the following risk reducing measures are implemented.

1. Each member of staff who is required to use their own private vehicle on company business must produce the following documents for scrutiny on request.
 - Current driving licence.
 - Certificate of insurance indicating that cover is provided for the vehicle whilst being used for work purposes.

2. Staff must have received training for purposes of safe loading and unloading of equipment and materials. Risk assessments will be carried out to determine individual's ability to load and unload equipment and materials from vehicles prior to routinely transporting equipment or materials on or within vehicles.

3. In order to promote safe driving practice and compliance with legislation the use of hand held mobile phone whilst driving a vehicle for work purposes is prohibited and illegal.

4. If a member of staff wishes to answer or generate a call such action can only be undertaken when the vehicle is stationary in a safe place with the engine switched off.

5. Staff will be encouraged to make use of the message service on their telephone and where appropriate stop and collect messages at regular intervals.

6. Staff are encouraged to take a 15 minute break from driving every 2 hours. Driver fatigue is a major cause of road traffic accidents.

7. The Parkstone Group will ensure that vehicles owned or leased for use by employees, are properly serviced and maintained in accordance with the manufacturers recommendations. However, because the law still holds the driver responsible for making sure that the vehicle is roadworthy – it is recommended that appropriate driver checks are undertaken before taking the vehicle on the road, for example:-
 - Tyre tread.
 - Tyre pressures.
 - Fluid levels
 - Foot and hand brake operation.
 - Lights indicators and hazard warning lights operate.
 - Horn operates.
 - Screenwash and wipers operate.
 - Seat belts fitted and functioning.
 - Mirrors adjusted / adjustable
 - Adjustment of seat and driving position.

The driver is responsible for ensuring the load being carried is appropriate for the vehicle and secure.

The driver of the vehicle is responsible for ensuring that all passengers are appropriately secured in their seats and that all seat belts are worn.

Where employees use their own private vehicles on company business it is wholly their responsibility to ensure that the vehicle is roadworthy.

8. Drivers must not drive under the influence of drugs or alcohol. (Including prescription drugs which may affect their ability to drive)

9. Employees who drive vehicles on company business as part of their employment, must inform the Office Manager of any medical condition which would prevent them from driving legally on the public highway or adversely affects their ability to drive safely or with due care and attention.

10. Employees who drive on company business as part of their employment are duty bound to inform the Office Manager immediately of disqualification from driving on the public highway. That person will be relieved of all driving duties with immediate effect and in consultation with the individual employee, line managers and the Office Manager, the most appropriate course of action shall be determined.

11. Employees who drive on company business as part of their employment who are involved in any form of road traffic accident must stop to determine the extent of any injuries to individuals involved and damage to vehicles. Call emergency services if required.

- Do not under any circumstances apologise, admit blame or accept liability.
- Record as far as you are able, the details of the RTA, photograph if possible and safe to do so.
- Take names and addresses of any witnesses.
- At the earliest possible opportunity report the incident to the Office Manager or Health and Safety Manager.
- The driver must obtain, complete and return an incident claim form to the Office Manager as soon as possible after the incident.

Should any employee require further information regarding this policy or have any health and safety requirements associated with occupational driving they must contact their Line Manager, Office Manager or the HSEQ Manager.

This policy will be reviewed on an annual basis or should the need arise due to any unforeseen occupational driving issue, be subject to change at any time.



Signed:
John Love
11th November 2010