

## HS33

# Driving for Work – All Vehicles

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## 1.0 Policy Statement (Purpose / Objectives of the policy)

This policy is designed to ensure that RWT and its employees meet their obligations under the Road Traffic Act and Health and Safety at Work Act, to stimulate a positive attitude towards safety on the road and increase awareness of both the corporate and personal responsibilities for managing road risk. In adhering to this Policy, all applicable aspects of the Conflicts of Interest Policy must be considered and addressed. In the case of any inconsistency, the Conflict-of-Interest Policy is to be considered the primary and overriding Policy.

## 2.0 Definitions

### 2.1 Driving for Work

staff using their own vehicle to for the purpose of their job role and/or a Trust vehicle including plant equipment (e.g., tugs).

## 3.0 Accountabilities

### 3.1 Director of Assurance as Director Sponsor will:

- ensure that the policy is adopted and implemented
- ensure systems are in place for the necessary checks to be made at all management levels.

### 3.2 Heads of Service will ensure that:

- sufficient resources are allocated to effectively implement this policy
- systems are in place to monitor the effectiveness of the policy.

### 3.3 Duty of Care Holders

Those who have managerial responsibilities hold the duty of care for their staff and to the Trust. Their responsibility is to ensure there is a sufficient management system for them to check the requirements within HS33. They have responsibility to ensure that [appendix 3](#), [appendix 4](#), [appendix 6](#) and [appendix 7](#) are adhered to, for any member of staff needed to use their own or a Trust vehicle in the course of their work (this does not include their normal commute to work).

### 3.4 BMS's – Bio medical manager – Ensure application of [Appendix 2](#)

### 3.5 Line Managers and Recruiting manager will ensure the following;

#### 3.4.1 All new employees who drive for work indicate this on their health assessment form (HA1 or HA2) to make occupational health aware and identify if there is a need for health surveillance.

New starter packs clearly indicate the requirement for driving for work and what this entails, i.e., transporting equipment, insurance requirements and potential for health surveillance as relevant.

#### 3.4.1 As part of their induction to the service, new employees who are required to drive on company business present their driving license and insurance certificate.

#### 3.4.2 The above document checks must be in live with or if/once staff inform managers, they have points on their license (see HS33 [appendix 1](#)).

#### 3.4.3 Employees are made aware of and understand the requirements of the policy.

- 3.4.4 The incident reporting and management policy OP10 is adhered to and all accidents involving driving at work are recorded via Datix.
- 3.4.5 All driving accidents and incidents reported to them are suitably discussed with the employee(s) involved and sufficiently investigated to determine the root cause e.g., cause may be determined as fatigue due to insufficient breaks or excessive workload.
- 3.4.6 They make checks as required in (see HS33 [appendix 1](#)) to ensure that employees who drive on business have a current and valid driving license
- 3.4.7 Ensure local protocols and resources are implemented to comply with data protection if staff are required to transport patient files.
- 3.4.8 Annual awareness training is provided for drivers carrying biohazards/hazardous substances (see appendix 4 of the Driving for work guidance and advice booklet.
- 3.4.9 Managers must ensure that the risks associated with driving at work are considered within their departmental risk assessments (See [HS33 appendix 5](#)), and that appropriate action is taken upon breaches of this policy.

### 3.5.1 Drivers

#### 3.5.2 Refer to relevant Protocol:

- [Protocol 1: Driving for work – Trust vehicles \(and appendix 7\)](#)
- [Protocol 2: Driving for work – Own vehicle](#)

Drivers are responsible for informing their Line Manager of any prosecutions against them for their driving and of points received on their license.

### 3.6 Occupational Health:

#### 3.6.1 As 3.4

#### 3.6.2 May suggest re-deployment / modification of duties need to be considered if there is a change in the health and wellbeing of any staff member driving for work.

## 4.0 Policy Detail

Refer to relevant Protocol:

- [Protocol 1: Driving for work – Trust vehicles \(and appendix 7\)](#)
- [Protocol 2: Driving for work – Own vehicle](#)

### 4.1 Carrying loads

e.g., specimens, equipment, sharps etc.:

- Any items being carried for work must be secured and safe during journeys; various secure mechanisms are provided – employees must use them i.e., sharps boxes, secure cases/boxes etc. ([see appendix 2](#))
- All items must be kept out of view whilst being carried
- No load must be left in vehicles overnight. They must be kept in a secure safe place if not returned to RWT
- Refer to [Policy OP97](#) (Section: Transport - 4.10.7) for details on remote or mobile working especially when using paper based records

## 4.2 Use of Tugs / Plant at the Trust

4.2.1 All Tug Drivers are expected to complete a daily vehicle sheet [appendix 8](#)

4.2.2 All Managers are expected to create a local SOP for Tug Drivers to ensure they understand the safety principles of tug driving on site

4.2.3 Before operating the tug, the following PPE MUST be worn.

- a. High Visibility Vest or High Visibility polo shirt
- b. High Visibility waterproof clothing (inclement weather conditions)
- c. Safety boots (minimum S3)
- d. Gloves
- e. Ear defenders (when towing any type of container in the tug way)
- f. Seat belts MUST be worn at all times when driving a tug.
- g. Drivers MUST always drive their tug with the amber flashing light on and in accordance with their training and any local traffic management system.

4.2.4 The Management Safety Management System for Tug control will be the completion of [appendix 9](#), as well as the reporting of highlighted defects in a timely manner

4.2.5 If the batteries require topping up the following additional PPE MUST be worn

- a. Prior to operating the tug, the daily check sheet [appendix 8](#) must be completed
- b. Check the batteries distilled water levels and top up if necessary
  - Rubber coated gloves
  - Protective glasses or goggles

4.2.6 At the end of each shift all driver's must

- a. Return their tug to the charging point
- b. Check the tug for any damage
- c. Record the end of day hours
- d. Place the tug on charge

4.2.7 As per [Protocol 1](#) (2.2) for details

## 5.0 Financial Risk Assessment

1	Does the implementation of this policy require any additional Capital resources	Yes – No
2	Does the implementation of this policy require additional revenue resources	Yes – No
3	Does the implementation of this policy require additional manpower	Yes – No
4	Does the implementation of this policy release any manpower costs through a change in practice	Yes – No

5	Are there additional staff training costs associated with implementing this policy which cannot be delivered through current training programs or allocated training times for staff.	Yes – No
	Other comments	

### 6.0 Equality Impact Assessment

This policy applies to all employees or volunteer workers of the Trust who drive in the course of their employment, including Directors and the Chief Executive.

### 7.0 Maintenance

Will be undertaken by the Health & Safety Manager in conjunction with specialist experts e.g., Pathology and selected user groups. Approval will be via Health & Safety Steering Group and TMC.

### 8.0 Communication and Training

This policy will be communicated via the Trust intranet and via communication through departmental Safety Representative forums and as part of the health and safety delivery plan.

### 9.0 Audit Process

Criteria	Lead	Monitoring method	Frequency	Committee
Assurance driving documentation checked	Duty of Care Holders / Self Audit process	Appraisal	Annual	N/a
Training undertaken to carry Biohazard materials	Path lab Manager / Department Managers	Annual Audit	Annual	Pathology Report / HSSG
Department Driving for work risk assessments undertaken	Managers / H&S Officers / Self Audit Process	Annual Audit	Annual	HSSG
Internal vehicle fleet checks undertaken	Transport Manager/Estate & Buildings Manager/Goods Receipts & Dispatch Manager	Annual Audit	Annual	HSSG

## **10.0 References - Legal, professional or national guidelines**

Driving at Work ING382 HSE Books, 09/03

Successful health and safety management HSG65, HSE Books

Management of Health & Safety at Work Regulations 1999

Pathology Directorate Protocol E4.001P.PAT

Biological Agents, Managing the risks in Labs and Healthcare premises, Advisory

Committee on Dangerous Pathogens, HSE 05/05

**Document Control**

To be completed when submitted to the appropriate committee for consideration/approval

<b>Policy number and Policy version:</b> HS33 3.0	<b>Policy Title</b> Driving for Work – All Vehicles	<b>Status:</b> Final		<b>Author:</b> Health & Safety Manager <b>Director Sponsor:</b> Director of Assurance
Version / Amendment History	<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Reason</b>
	3.0	April 2023	H&S Manager	Full review
	2.2	Sept. 2022	Health and Safety Manager	Extension
	2.1	August 2022	Health and Safety Manager	Extension
	2.0	June 2019	HSIC	Full review
	1.0	Nov 2016	HSIC	New Policy
<b>Intended Recipients:</b> Staff who drive for work				
<b>Consultation Group / Role Titles and Date:</b> Health and Safety Steering Group (HSSG)				
<b>Name and date of Trust level group where reviewed</b>		HSSG 15th June 2022 Trust Policy Group April 2023		
<b>Name and date of final approval committee</b>		Trust Management Committee April 2023		
<b>Date of Policy issue</b>		May 2023		
<b>Review Date and Frequency</b> (standard review frequency is 3 yearly unless otherwise indicated)		April 2026 3 yearly		
<b>Training and Dissemination:</b> All User Bulletin, Email comms to Managers, Risky Business				
<b>Publishing Requirements: Can this document be published on the Trust's public page:</b>				
<b>Yes / No</b>				
If yes you must ensure that you have read and have fully considered it meets the requirements outlined in sections 1.9, 3.7 and 3.9 of <a href="#">OP01, Governance of Trust-wide Strategy/Policy/Procedure/Guidelines and Local Procedure and Guidelines</a> , as well as considering any redactions that will be required prior to publication.				
<b>To be read in conjunction with:</b> HS01 Management of Health and Safety				

<b>Initial Equality Impact Assessment (all policies):</b> Completed Yes / No	
<b>Full Equality Impact assessment (as required):</b> Completed Yes / No / NA	
<b>Monitoring arrangements and Committee</b>	HSSG via annual audit of process
<p><b>Document summary/key issues covered.</b>          HS33 Driving for Work Policy was reviewed as per the requirements of OP01, there are some minor amendments required to clarify the requirements of the Department / Recruiting Manager around the need to complete the pre-employment Health Assessment Form to indicate if a new employee will be driving either their own vehicle or a Trust vehicle as part of their role. This will allow Occupational Health to record any historical injury / ill health that may require monitoring.</p> <p>Section 2.2 of Protocol 1 &amp; 2 puts the onus of informing managers of ill health and or injury onto the staff member. This action will help close the gaps in the driving for work process.</p>	
<b>Key words for intranet searching purposes</b>	Driving for Work
<p><b>High Risk Policy?</b>  <b>Definition:</b></p> <ul style="list-style-type: none"> <li>• Contains information in the public domain that may present additional risk to the public e.g., contains detailed images of means of strangulation.</li> <li>• References to individually identifiable cases.</li> <li>• References to commercially sensitive or confidential systems.</li> </ul> <p>If a policy is considered to be high risk it will be the responsibility of the author and chief officer sponsor to ensure it is redacted to the requestee.</p>	<p><b>Yes / No (delete as appropriate)</b>          If Yes include the following sentence and relevant information in the Intended Recipients section above –          In the event that this is policy is made available to the public the following information should be redacted:</p>

## Part B Ratification Assurance Statement

**Name of document:** HS33 Driving For Work – All Vehicles

**Name of author:** John Frazer

**Job Title:** Health & Safety Manager

I, John Frazer, the above named author, confirm that:

- The Strategy/Policy/Procedure/Guidelines (please delete) presented for ratification meet all legislative, best practice and other guidance issued and known to me at the time of development of the said document.
- I am not aware of any omissions to the said document, and I will bring to the attention of the Executive Director any information which may affect the validity of the document presented as soon as this becomes known.
- The document meets the requirements as outlined in the document entitled Governance of Trust-wide Strategy/Policy/Procedure/Guidelines and Local Procedure and Guidelines (OP01).
- The document meets the requirements of the NHSLA Risk Management Standards to achieve as a minimum level 2 compliance, where applicable.
- I have undertaken appropriate and thorough consultation on this document and I have detailed the names of those individuals who responded as part of the consultation within the document. I have also fed back to responders to the consultation on the changes made to the document following consultation.
- I will send the document and signed ratification checklist to the Policy Administrator for publication at my earliest opportunity following ratification.
- I will keep this document under review and ensure that it is reviewed prior to the review date.

Signature of Author:

Date:

Name of Person Ratifying this document (Chief Officer or Nominee):

Job Title:

Signature:

I, the named Chief Officer (or their nominee) am responsible for the overall good governance and management of this document including its timely review and updates and confirming a new author should the current post-holder / author change.

### To the person approving this document:

Please ensure this page has been completed correctly, then print, sign and email this page only to:  
The Policy Administrator

## IMPLEMENTATION PLAN

To be completed when submitted to the appropriate committee for consideration/approval

<b>Policy number and policy version</b> HS33 3.0	<b>Policy Title</b> Driving for Work – All vehicles	<b>Date reviewed:</b> 07.06.2022
<b>Reviewing Group</b>	HSSG	
<b>Implementation lead:</b> John Frazer, Health & Safety Manager		
<b>Implementation Issue to be considered (add additional issues where necessary)</b>	<b>Action Summary</b>	<b>Action lead(s) (Timescale for completion)</b>
Strategy; <b>Consider</b> (if appropriate) 1. Development of a pocket guide of strategy aims for staff 2. Include responsibilities of staff in relation to strategy in pocket guide.	N/A	
Training; Consider 1. Mandatory training approval process 2. Completion of mandatory training form	N/A	
Development of Forms, leaflets etc.; Consider 1. Any forms developed for use and retention within the clinical record <b>MUST</b> be approved by Health Records Group prior to roll out. 2. Type, quantity required, where they will be kept / accessed/stored when completed	N/A	
Strategy / Policy / Procedure communication; Consider 1. Key communication messages from the policy / procedure, who to and how?	Risky Business Safety Rep Forum Email	Periodically throughout 3-year review period
Financial cost implementation Consider Business case development	N/A	
<b>Other specific Policy issues / actions as required e.g. Risks of failure to implement, gaps or barriers to implementation</b>		

## Driving for Work - Trust Vehicles

### 1.0 Procedure Statement (Purpose / Objectives of the Procedure)

This policy is designed to minimise the risk of accidents and injuries involving employees who drive in the course of their employment. Implementation of the policy will help RWT and its employees meet their obligations under relevant Road Traffic Act and Health and Safety at Work Act, reduce the risk of accidents, stimulate a positive attitude towards safety on the road and increase awareness of both the corporate and personal responsibilities for managing road risk.

### 2.0 Accountabilities

As described in the main policy 'Driving for Work'

#### 2.1 Managers of Trust plant and fleet vehicles will ensure that:

- Vehicles purchased or hired for Trust use are suitable for the task and environment
- Suitable maintenance systems are in place for fleet vehicles.
- Relevant Regulations are complied with e.g., Lifting operations and lifting equipment Regs (LOLER) where applicable (forklift trucks)
- Risk assessments are undertaken for use of vehicles
- Regular vehicle checks are undertaken and recorded ([Appendix 8](#) is an example of a suitable checklists)
- There is a system in place for checking the licenses of drivers on a regular basis spot checks are completed ([See Appendix 9](#)). Keys are secured when not in use to prevent unauthorised access.
- Awareness training is provided for drivers carrying biohazards/ hazardous substances on an annual basis see [appendix 2](#)

#### 2.2 Users of Trust plant e.g., tug, tractor etc. will:

- Undertake safety checks prior to use of a vehicle at least daily (e.g., [Appendix 8](#)).
- Tugs **MUST** be driven the same direction as road users when on the road – this must be included in training to tug operatives
- Provide evidence of competence to drive the vehicle.
- Seat belts/safety belts must be worn.
- Report any defects/damage to the vehicle either prior to or during use.
- Drive safely to protect themselves, others and Trust property at all times.

#### 2.3 Occupational Health will ensure that:

- Where medical assessment is required for particular vehicle use e.g., forklift trucks, LGVs (large goods vehicles) and passenger carrying vehicles (e.g., GP out of Hours) that these are undertaken according to the necessary guidelines.
- Occupational health referrals consider the risks associated with driving at work.
- Referrals, particularly where musculoskeletal disorders are involved, consider the ergonomics of occupational driving.

### 3.0 Procedure Detail / Actions

#### 3.1 Risk Assessment

Managers must ensure that the risks associated with driving at work are considered within their departmental risk assessments. Hazards involved in driving for work include:

- i) **Journey** e.g., road types, distance, time allocated for travelling, time of travel (day or night), weather conditions, crime rating of area etc.

- ii) **Driver** e.g., age, experience, training, competence, health and fitness, work schedules, night driving, lone working.
- iii) **Vehicle** e.g., condition, maintenance, specification, distractions (mobile phones), breakdown, loads carried etc.
- iv) **Load type** e.g., biohazard materials.

The outcome of risk assessments should determine what control measures are needed e.g., vehicle defects reporting system, journey planning resources, emergency procedures for breakdown, in-vehicle storage arrangements etc.

### 3.2 Mobile Phones

Employees must NOT use mobile phones whilst driving and should not attempt to operate them in any way. The Trust will not provide any support to drivers caught using mobile phones whilst driving on Trust business.

It is recommended that the drivers turn off or put their mobile phone on silent before beginning their journey and diverts any incoming calls to the voicemail facility. Voicemail messages should be recorded which indicate the user may be busy or driving and request the caller to leave a message and their contact details. All members of the Trust should understand that staff will be unable to be contacted whilst driving and should leave a voicemail message.

### 3.3 Vehicle Condition

The Road Traffic Act places responsibility on the driver for ensuring that the vehicle is roadworthy when driven on a public highway. If the driver has any concerns regarding the condition of a vehicle it should not be driven on public highways or Trust sites until the concerns have been investigated and any problems rectified.

The information below should be used when developing local arrangements for vehicle maintenance:

- All Trust owned/leased vehicles are subject to scheduled planned preventative maintenance programs. Local arrangements and procedures must detail how the vehicle is regularly serviced and an accurate maintenance record must be kept
- All vehicles which are to be driven on public highways must be covered by the appropriate insurance, have a valid MOT certificate (if greater than three years old) and have current road tax (discs are no longer issued and will be obsolete from October 2015)
- It is the responsibility of the driver to complete routine safety checks for the vehicle before beginning any journey. The checks should be completed by considering factors such as driving conditions, tyres, lights, fluid levels (oil, coolant etc.) and any signs of damage to the vehicle. Drivers of Trust owned/leased vehicles will be advised as to the details of driver checks on a local level. (Example check lists are available see [Appendix 7](#))

### 3.4 Smoking

The Trust is a smoke free zone this includes Trust vehicles, drivers must not smoke in Trust vehicles whilst driving on Trust business (refer to [HS32 Smoke Free Policy](#)). All Trust vehicles must display signs to say no smoking.

### 3.5 Alcohol & drug use

It is against the law to drive whilst under the influence of alcohol or drugs (refer to [HR02](#)) drivers should be aware the body can lose 1 unit of alcohol per hour after the first hour of stopping drinking, e.g., if a person consumes 6 units by 11pm their body will not be alcohol free until 7 a.m. If you take medication check with your GP it is safe to drive.

**3.6 Non-compliance with this policy may result in disciplinary procedures being taken.**

# Driving for Work - Own Vehicles

## 1.0 Procedure Statement (Purpose / Objectives of the Procedure)

This policy is designed to minimise the risk of accidents and injuries involving employees who drive in the course of their employment. Implementation of the policy will help RWT, and its employees meet their obligations under relevant Road Traffic Act and Health and Safety at Work Act, reduce the risk of accidents, stimulate a positive attitude towards safety on the road and increase awareness of both the corporate and personal responsibilities for managing road risk.

## 2.0 Accountabilities

As described in the main policy 'Driving for Work' plus:

### 2.1 Occupational Health will ensure that:

- Occupational health referrals consider the risks associated with driving at work
- Referrals, particularly where musculoskeletal disorders are involved, consider the ergonomics of occupational driving

## 3.0 Procedure Detail / Actions

### 3.1 Risk Assessment

Managers must ensure that the risks associated with driving at work are considered within their departmental risk assessments. Hazards involved in driving for work include:

- i) Journey e.g., road types, distance, time allocated for travelling, time of travel (day or night), weather conditions, crime rating of area etc.
- ii) Driver e.g., age, experience, training, competence, health and fitness, work schedules, night driving, lone working
- iii) Vehicle e.g., condition, maintenance, specification, distractions (mobile phones), breakdown, loads carried etc.
- iv) Load type e.g., biohazard materials

The outcome of risk assessments should determine what control measures are needed e.g., vehicle defects reporting system, journey planning resources, emergency procedures for breakdown, in-vehicle storage arrangements etc.

### 3.2 Mobile Phones

Employees are advised NOT to use mobile phones whilst driving and should not attempt to operate them in any way. The Trust will not provide any support to drivers caught using mobile phones whilst driving on Trust business.

It is recommended that the drivers turn off or put their mobile phone on silent before beginning their journey and diverts any incoming calls to the voicemail facility. Voicemail messages should be recorded which indicate the user may be busy or driving and request the caller to leave a message and their contact details. All members of the Trust should understand that staff will be unable to be contacted whilst driving and should leave a voicemail message.

### 3.3 Vehicle Condition

- The Road Traffic Act places responsibility on the driver for ensuring that their vehicle is roadworthy when driven on a public highway.

- All vehicles which are to be driven on public highways must be covered by the appropriate insurance, have a valid MOT certificate (if greater than three years old) and have current road tax (discs are no longer issued and have been obsolete since October 2015).
- It is the responsibility of the driver to complete routine safety checks for the vehicle before beginning any journey. The checks should be completed by considering factors such as driving conditions, tyres, lights, fluid levels (oil, coolant etc.) and any signs of damage to the vehicle (sample check lists are available in the 'Driving for work guidance and advice' available on the intranet in policies).

### **3.4 Smoking**

The Trust would remind smokers to always remain professional, that they will be visiting patients and could carry the smell of smoke on their clothing.

### **3.5 Alcohol & drug use**

It is against the law to drive whilst under the influence of alcohol or drugs (refer to [HR02](#)) drivers should be aware the body can lose 1 unit of alcohol per hour after the first hour of stopping drinking, e.g., if a person consumes 6 units by 11pm their body will not be alcohol free until 7 a.m. If you take medication check with your GP, it is safe to drive.

### **3.6 Insurance and Legal Advice for Driver's**

Anyone driving using their own insurance policy has the responsibility to ensure they have included 'business use' insurance as part of their insurance policy coverage. Any legal issues which impact the individual's ability to drive must be reported to their line manager BEFORE they drive on the Trust's behalf. (See [HS33 Appendix 1](#))

### **3.7 Non-compliance with this policy may result in disciplinary procedures being taken.**

## Appendix 1

Documents	Frequency of Documentation Checks
<p><b>Driving License Vehicle Insurance Check</b></p>	<p>At recruitment then:</p> <ul style="list-style-type: none"> <li>• At least annually, recorded at appraisal if the individual does not claim expenses (if they do claim expenses this will then be done in line with the Trust expenses system which ensures that the MOT, Insurance and driving license are inspected and recorded by their line manager)</li> <li>• Any member of staff who obtains a motoring <b>ban</b> has a responsibility to inform their manager before the first time they drive on behalf of the Trust in any type of vehicle including their own – this is not automatically done by a court so is the full responsibility of the employee and if not disclosed this may result in disciplinary action or potentially breach of contract</li> <li>• All staff who use their vehicles on Trust business must ensure they have ‘business use’ included within their insurance policy – it is their responsibility to ensure this is included (Business use does not include the individuals commute to and from their place of work)</li> <li>• It is the employee’s responsibility to ensure the points on their license is reflected in their employment records so Trust insurance remains valid</li> </ul>

### Information for Managers

- \*Endorsements can stay on record between 4-11 years
- \*You can be disqualified from driving if you build up 12 or more penalty points within a period of 3 years (There are different rules for new drivers)
- Under the Road Traffic Act 1998, it is an offence to withhold relevant information when applying for car insurance, so the driver is **legally obliged to declare penalty points to their and the Trust’s insurer**
- Insurance can be deemed invalid when driving whilst disqualified
- You need to ask permission to see endorsement points on the license from the employee

\* Source: <https://www.gov.uk/penalty-points-endorsements>

## Appendix 2

# Hospital Specimen Collection Training Assessment Sheets

<b>Process:</b>	Collection of specimens from wards for transfer to the Pathology Departments
<b>Training review period:</b>	5 years
<b>Authorised Trainer(s):</b>	Head BMSs, Deputy Head BMSs, Senior BMSs, Office Managers, Quality Manager

### Training Programme:

Stage	Key Training
<b>Pick Up</b>	Samples for transport to the pathology departments must ALL be enclosed and sealed inside a Pathology Specimen Request Bag. <b>Do NOT accept</b> un-bagged samples or samples that are not properly packaged. Importance of good customer relations and reporting of problems.
<b>Actions in event of spillages</b>	All spillages and leaks should be reported as soon as possible to a Senior Biomedical Scientist and/or Reception Staff in Clinical Chemistry and ask for instructions on how to proceed. If a specimen leaks into a transport bag or box, tell the laboratory reception staff and ask them to make it safe.
<b>Incident Reporting</b>	If a spillage does occur complete a Datix Incident Form and ensure it is reported to your supervisor as soon as possible.
<b>Hygiene</b>	Cover any cuts or grazes on your hands with a waterproof dressing. Carry all specimens in the Transport bags or boxes provided, not in your hands or pockets. Handle specimen containers gently at all times. Touch specimen containers as little as possible. If you do touch them, wash your hands as soon as practicable afterwards. Always wash your hands before meal breaks and at the end of a spell of duty.

### Training Assessment / Individual Assessment sheet

<b>Name:</b>	
<b>Personnel Number:</b>	
<b>Grade / Job title:</b>	
<b>Training completed</b>	<b>Transport of Pathology Specimens from GP Surgeries or other premises to the Pathology Departments</b>

The trainee is to be assessed against the following criteria:

Performance Criteria	Knowledge and / or Action	Understood / Observed √
<b>PICK UP</b>	<ul style="list-style-type: none"> <li>• Customer Care</li> <li>• Packaging requirements</li> <li>• Importance of timeliness of collections /deliveries</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>SECURITY</b>	<ul style="list-style-type: none"> <li>• Importance of security</li> <li>• Incident reporting</li> <li>• Action in the event of vehicle failure</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>SPILLAGE</b>	<b>Action in event of spillage:</b> <ul style="list-style-type: none"> <li>• Role of Clinical Chemistry</li> <li>• Importance of decontamination</li> <li>• Inform reception</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>HYGIENE</b>	<b>Importance of good hygiene</b> <ul style="list-style-type: none"> <li>• First Aid measures</li> <li>• Importance of following procedure</li> <li>• Hand hygiene and cross infection</li> <li>• Hand washing before meal breaks / end of duty</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

The above member of staff was trained and observed to carry out the procedures described in the Training Competency Criteria / Programme to the satisfaction of the assessor. Please complete ALL details. Your employee (personal) number is required to ensure you are correctly identified on the training database.

	Name (PRINT)	Signature
<b>Assessor / Trainer</b>		
<b>Employee</b>		



## Occupational Road Risk Policy

### ACTIONS IN THE EVENT OF A BREAKDOWN

Always carry your place of work contact details in the car with instruction for patient data to be removed and secured by the police if you are incapacitated.

Although good maintenance programmes will reduce the risk of breakdowns, they cannot be totally eliminated. Therefore, it is essential that all drivers are aware of what they should do in the event of a breakdown.

If your vehicle breaks down you must think of your own safety and that of other road users, and:

- get your vehicle off the road if it is possible without significant risks
- warn other traffic by using your hazard warning lights if your vehicle is causing an obstruction
- put a warning triangle on the road at least 45 metres (147 feet) behind your broken-down vehicle on the same side of the road or use other permitted warning devices if you have them. Always take great care when placing them, but never use them on motorways
- keep your sidelights on if it is dark or visibility is poor
- do not stand (or let anybody else stand), between your vehicle and oncoming traffic; and
- at night or in poor visibility do not stand where you will prevent other road users seeing your lights.

If your vehicle develops a problem when driving on a motorway, if safe to do so, you should pull off the motorway at the next junction or service station and find a safe place to stop. If you cannot do so, you should:

- switch on your hazard warning lights, pull on to the hard shoulder and stop as far to the left as possible, with your wheels turned to the left
- try to stop near an emergency telephone (situated at approximately one-mile intervals along the hard shoulder)
- leave the vehicle by the left-hand door and ensure your passengers do the same. You **MUST** leave any animals in the vehicle or, in an emergency, keep them under proper control on the verge
- do not attempt even simple repairs
- ensure that passengers keep away from the carriageway and hard shoulder, and that children are kept under control
- walk to an emergency telephone on your side of the carriageway (follow the arrows on the posts at the back of the hard shoulder) - the telephone is free of charge and connects directly to the police. Use these in preference to a mobile phone
- give full details to the police; also inform them if you are a vulnerable motorist such as a woman travelling alone
- return and wait near your vehicle (well away from the carriageway and hard shoulder);
- if you feel at risk from another person, return to your vehicle by a left-hand door and lock all doors. Leave your vehicle again as soon as you feel this danger has

passed.

- Contact your manager or the on-call manager and request any patient appointments are rescheduled or re-allocated depending on nature of visit and urgency.

Before you rejoin the carriageway after a breakdown, build up speed on the hard shoulder and watch for a safe gap in the traffic. Be aware that other vehicles may be stationary on the hard shoulder.

If you cannot get your vehicle on to the hard shoulder you should switch on the hazard warning lights and only leave your vehicle when you can safely get clear of the carriageway, but do not attempt to place any warning device on the carriageway.

**If your vehicle is towed to a garage, you must:**

- make arrangements for any work-related items to be removed from the vehicle and transferred to your secure workplace
- Ensure the security of any patient data
- Ensure any samples/biohazards are transported safely onwards to your destination
- Ensure that 'Mobile systems, devices or information must never be left in parked cars, unless it is unavoidable, and it must be for the minimum time, and they must be completely invisible from outside the vehicle and protected from extreme temperatures'
- Any patient data/records are removed where feasible and safe to do so and a Datix report is created

## Occupational Road Risk Policy

### ACTIONS IN THE EVENT OF AN ACCIDENT

Drivers must do all that is possible to avoid road traffic accidents by complying with the Road Traffic Act and guidance of the Highway Code. However, even the most careful and experienced driver may be involved in an accident.

Always carry your place of work contact details in the car with instructions for patient data to be removed and secured by the police if you are incapacitated.

**IF YOU ARE INVOLVED IN AN ACCIDENT YOU MUST STOP!**

**NEVER LEAVE THE SCENE OF AN ACCIDENT WITHOUT STOPPING!**

**If you are involved in an accident or stop to give assistance:**

- use your hazard warning lights to warn other traffic
- ask drivers to switch off their engines and stop smoking
- if the accident is minor, you should consider moving your vehicle to a safe location (on a motorway you should move onto the hard shoulder if possible);
- if required arrange for the emergency services to be called, providing them with full details of the accident location and any casualties. On a motorway, use the emergency telephone which allows easy location by the emergency services. If you use a mobile phone, first make sure you have identified your location from the marker posts on the side of the hard shoulder
- move uninjured people away from the vehicles to safety; on a motorway this should, if possible, be well away from the traffic, e.g., the hard shoulder and the central reservation
- do not move injured people from their vehicles unless they are in immediate danger from fire or explosion as you may cause further injury or trauma
- do not remove a motorcyclist's helmet unless it is essential to do so
- consider First Aid. Only use a First Aid kit if you are qualified to administer First Aid; and
- stay at the scene until emergency services arrive, even if you are not injured as you may be required to give a witness statement to the police

If you are involved in any other medical emergency on the motorway, you should contact the emergency services in the same way. If passing the scene of an accident, drivers should not become distracted or slow down unnecessarily as this has the potential to cause further accidents or traffic congestion. If you are involved in an accident your insurance company will require:

- the time, date and location of the accident
- the registration numbers of vehicles involved and the driver's details
- witness's names and addresses
- a sketch/picture of the scene
- details of road and weather conditions; and
- details of any police officer involved.

If you are involved in an accident which causes damage or injury to any other person, or other vehicle, or certain animals (horse, cattle, ass, mule, sheep, pig, goat or dog) not in your vehicle, or roadside property (lamppost, road sign etc.), you must STOP and:

- give your own and the vehicle owner's name and address and the vehicle registration number to anyone having reasonable grounds for requiring them
- give your insurance details if asked; and
- if you do not give your name and address at the time of the accident, report the accident to the police as soon as is reasonably practicable, and in any case within 24 hours.

If any other person is injured you must also produce your insurance certificate to anyone having reasonable grounds for requiring it, or to the police. If you do not do this at the time you must:

- report the accident to the police as soon as reasonably practicable and in any event within 24 hours; and
- produce your insurance certificate to the police at the time of reporting the accident or within 7 days at the police station of your choice.

**If you are involved in an accident, remember to inform your line manager as soon as possible and by the quickest means available (phone).**

**You must also:**

- arrange safe transfer of any specimens/biohazards you are carrying and
- ensure the security of any patient data being carried ([OP97 Confidentiality Code of Conduct for staff](#) for specific details)

# Occupational Road Risk Policy

## ADVERSE WEATHER CONDITIONS

### – ADVICE FOR DRIVERS

Drivers must be aware of the need to adjust their driving techniques in adverse weather conditions. The following information is intended as basic guidance only. If any driver requires further advice, they must contact their manager before driving in adverse conditions.

The decision to drive must be risk assessed prior to leaving base and monitored throughout the journey when travelling in adverse weather conditions.

You must use headlights when visibility is seriously reduced, generally when you cannot see clearly for more than 100 metres (328 feet). You may also use front or rear fog lights but you must switch them off when visibility improves.

### WET WEATHER

In wet weather, stopping distances will be at least double those required for stopping on dry roads (guidance on stopping distances is available in the Highway Code). This is because your tyres have less grip on the road.

#### In wet weather:

- you should keep well back from the vehicle in front. This will increase your ability to see and plan ahead
- if the steering becomes unresponsive, it probably means that water is preventing the tyres from gripping the road. Ease off the accelerator and slow down gradually
- the rain and spray from vehicles may make it difficult to see and be seen (use all lights appropriately).

### ICY AND SNOWY WEATHER

In winter check the local weather forecast for warnings of icy or snowy weather. Do not drive in these conditions unless your journey is essential. If it is, take great care. Carry a spade, warm clothing, a warm drink, emergency food and a mobile phone for use if your vehicle breaks down or you get stuck.

#### Before you begin your journey, you must:

- be able to see, so clear all snow and ice from all your windows
- ensure that lights and
- number plates are clean
- make sure the mirrors are clear and the windows are de-misted thoroughly and
- ensure the windscreen of your vehicle is completely clear.

#### When driving in icy or snowy conditions:

- drive with care, even if the roads have been gritted
- keep well back from the vehicle in front as stopping distances can be ten times greater than on dry roads
- take care when overtaking gritting vehicles, particularly if you are riding a motorcycle
- watch out for snow ploughs which may throw out snow on either side. Do not overtake them unless the lane you intend to use has been cleared; and

- be prepared for the road conditions changing over relatively short distances.

You should drive extremely carefully when the roads are icy or snowy and avoid sudden actions as these could cause a skid.

#### **Drivers should:**

- drive at a slow speed in as high a gear as possible; accelerate and brake very gently
- drive particularly slowly on bends where skids are more likely. Brake progressively on the straight before you reach a bend. Having slowed down, steer smoothly round the bend, avoiding sudden actions; and
- check the grip on the road surface when there is snow or ice by choosing a safe place to brake gently. If the steering feels unresponsive this may indicate ice and your vehicle losing its grip on the road. When travelling on ice, tyres make virtually no noise.

If you do get stuck you are generally safer telephoning for assistance and staying in your car. If you set off walking in icy conditions you are at greater risk of exposure and hypothermia.

### **WINDY WEATHER**

High sided vehicles are most affected by windy weather, but strong gusts can also blow a car, cyclist or motorcyclist off course. This can happen at open stretches of road exposed to strong cross winds, or when passing bridges or gaps in hedges.

In very windy weather your vehicle may be affected by turbulence created by large vehicles. Motorcyclists are particularly affected, so keep well back from them when they are overtaking a high-sided vehicle.

### **FOG**

Before entering fog check your mirrors then slow down. If the word 'Fog' is shown on a roadside signal but the road is clear, be prepared for a bank of fog or drifting patchy fog ahead. Even if it seems to be clearing, you can suddenly find yourself in thick fog.

#### **When driving in fog you should:**

- use your lights as advised in the Highway Code
- keep a safe distance behind the vehicle in front. Rear lights can give a false sense of security
- be able to pull up within the distance you can see clearly. This is particularly important on motorways and dual carriageways, as vehicles are travelling faster. use your windscreen wipers and demisters
- beware of other drivers not using headlights
- not accelerate to get away from a vehicle which is too close behind you
- check your mirrors before you slow down. Then use your brakes so that your brake lights warn drivers behind you that you are slowing down; and
- stop in the correct position at a junction with limited visibility and listen for traffic. When you are sure it is safe to emerge, do so positively and do not hesitate in a position that puts you directly in the path of approaching vehicles

### **HOT WEATHER**

Keep your vehicle well ventilated to avoid drowsiness. Be aware that the road surface may become soft or if it rains after a dry spell, it may become slippery. These conditions could affect your steering and braking

## Occupational Road Risk Policy

### EXAMPLES OF SAFETY SIGNS FOR VEHICLE TRANSPORTED ITEMS

The signs below are examples of vehicle hazard warning signs. Risk Assessments must consider any substance/product carried and legally required signs must be displayed. Signage requirements will be dependent on the nature of items and quantities carried. Further information can be obtained from the suppliers. If involved in a Road Traffic Accident with a vehicle displaying hazard warning information, drivers should consider the potential risks (e.g., leakage of flammable substances, compressed gas cylinders, exposure to radiation etc.).

	
<b>TOXIC SUBSTANCE</b>	<b>SPONTANEOUSLY COMBUSTIBLE</b>
	
<b>NON-FLAMMABLE COMPRESSED GAS</b>	<b>OXIDISING SUBSTANCE</b>
	
<b>RADIOACTIVE SUBSTANCE</b>	<b>CORROSIVE SUBSTANCE</b>
	
<b>BIOHAZARD</b>	

## DRIVER SAFETY CHECKS FOR TRUST FLEET VEHICLES

Drivers should undertake their own dynamic assessment, taking into consideration the following:

THE DRIVER	Yes / No / N/A
Do you have the appropriate, valid license and insurance for the vehicle being driven?	
Are you fit to drive?	
Do you know what to do in an emergency situation?	
THE VEHICLE	
Is the vehicle suitable for the intended use?	
Is the vehicle in roadworthy condition when considering the:	
- tyres?	
- lights?	
- windscreens and windows?	
- washers and wipers?	
- fluid levels and battery charge?	
- seats and seatbelts?	
Is the driver familiar with the controls of the vehicle?	
Does the vehicle have emergency equipment? (e.g. warning triangle, fire extinguisher, personal first aid kit etc.)?	
THE JOURNEY	
Is the journey necessary to complete the task?	
Has a safe journey plan been considered?	
Has sufficient time been allowed for the journey considering all foreseeable factors?	
Is the driver aware of any forecast adverse weather conditions and the precautions that should be taken?	

<b>THE TASK</b>	
<b>Where appropriate, have the risks to passengers been considered and appropriate controls introduced?</b>	
<b>If a patient/client is being transported, has the relevant doctor/nurse given their consent?</b>	
<b>Has the nature of the goods being transported been considered?</b>	
<b>Are the goods stored safely and securely in the vehicle?</b>	
<b>Have manual handling risks been considered and controlled for loading and unloading?</b>	
<b>PERSONAL AND VEHICLE SECURITY</b>	
<b>Has the driver informed others of the journey and route?</b>	
<b>Is the driver aware of the Trusts Lone Worker policy?</b>	
<b>Is the driver carrying a mobile phone and personal alarm?</b>	
<b>Are all vehicle security features in working order (e.g., door locks, alarm etc.)?</b>	
<b>Are there any information governance concerns with anything being carried within the vehicle?</b>	

### Vehicle Daily Checklist

### Appendix 8

<p><b>All checks are to be completed before the tug is driven. If you are unsure once completed if you should operate the Tug, please report the issue to a/your line manager. NEVER use any Tug if you believe it is not in an operational condition or has a defect which could impact you or someone's else's safety. State 'Yes' in the box below if you have checked and are satisfied with that check on that element of the Tug</b></p>	TUG ID	Start date	Finish Date
	Driver's Full Name	Start Hours	Finish Hours

(DD/MM)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>External checks</b>	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Main lights							
Rear lights							
Indicators front and rear							
Beacon							
Break lights							
Reversing light							
Windscreen							
Rear screen							
Windscreen wiper front and rear							
Side curtains							
Body work							
Tyres							
Wheels							
Rear hitch (including pin)							
Front hitch (including pin)							
Mirrors if fitted							

Internal checks	Yes/No						
Hand break							
Main break							
Emergency stop buttons							
Seat							
Seat adjuster							
Seat belt (if fitted)							
Steering							
Horn							
Accelerator							
Battery charge							
Operate windscreen wiper							
Both body Clips are in good working order							
Windscreen washer front and rear							
<b>Battery water level OK?</b>							
Approximately how much distilled water was used to top up the battery							

Defects description	Action taken

**Weekly spot check carried out by**

Manager's Name	Signature	Date	Time

