



**Fèisean nan Gàidheal**  
**Risk Management and Policies**

**Date: 15 June 2010.**

**Policy: Travel Policy (inc Meeting-without-Moving and Mobile Phone Use Policy)**

**This policy forms part of:** Risk Management Policy, Health & Safety

**Related Policies:** Manual Handling, Stress Management, Risk Management, Lone Workers, Staff Handbook, Environmental Policy

**Purpose of Policy:** To lessen the risks to employees and other personnel when driving for work, and to control unnecessary travel.

**Summary of Policy:** Guidance on advisability of travel for work, and lessening of hours/miles where possible. Legal matters (insurance, MOT, roadworthiness, influence of drink/drugs) and advisory matters (fatigue, regular breaks, sharing of driving, etc) to be considered, together with necessity of travel and use of other meeting methods which may be as effective as face-to-face meetings.

**Policy drafted by:** Iona MacDonald, Training & Policy Officer

**Submitted to Executive Group (date):** 01 February 2010.

**Approved by Board (date):** 18 February 2010.

**Last Reviewed (date):** February 2013.

**This policy should be reviewed by (date):** February 2014.

**Catriona MacIntyre – 18 February 2010.**

## **Fèisean nan Gàidheal Travel Policy (Incorporating Meeting-without-Moving and Mobile Phone Use Policy)**

### **Policy Statement**

This statement forms part of the Fèisean nan Gàidheal Health and Safety Policy. It is the policy of Fèisean nan Gàidheal to recommend the most efficient, ergonomic and safest means of meeting for work. It is acknowledged that travel to meetings may be unavoidable in certain cases, but the need for travel should be examined fully and only undertaken when "Meeting-without-Moving" methods such as audio and video-conferencing have been ruled out. A risk assessment should be carried out before each journey. Necessary travel costs are reimbursed at the rate set out in the Staff Handbook, and may be amended from time to time. The guidance notes and risk assessment forms below form part of this policy.

### **DRIVING AT WORK RISK ASSESSMENT GUIDANCE NOTES**

#### **Assessing the risk**

(See separate risk assessment checklist and form)

#### **Avoidance of travel (Meeting without Moving)**

Can the journey be avoided? Is it really necessary to travel? It may be possible to conduct business by:

- Telephone
- Video, telephone or Skype conferencing
- Electronic mail
- Fax

#### **Alternative mode of travel**

Alternative means of travel, such as rail, bus or air, should be considered where this is a reasonably practicable alternative, even for part of the journey.

If driving is absolutely necessary then a risk assessment must be made.

#### **Risk assessment**

There are 5 steps to a risk assessment, the steps are:

- Step 1: Identify the hazard and hazard effect - consider the driver, the vehicle and the journey.
- Step 2: Decide who might be harmed - driver, passenger, other road users, pedestrians.
- Step 3: Evaluate the risks and decide whether the existing precautions are adequate - consider who is driving, how far, frequency, familiarity, pressure to complete within working day leading to fatigue, speeding.
- Step 4: What further action is necessary to control the risks?
- Step 5: Who is responsible for any actions required. Record and review assessment as necessary?

A "driving for work" risk assessment form is attached to these guidelines.

#### **Minimising the risk**

There are risks involved as soon as a driver takes charge of a vehicle, but when driving for significant distances, or for extended periods of time, whilst on work related activities, the risks are significantly increased.

Management must ensure that there are arrangements in place to minimise the risks to protect the health and safety of employees who drive whilst at work, and others that may be affected by those persons. This could include ensuring good driving practices and appropriate vehicle selection.

Service Areas can identify circumstances where drivers may be exposed to significant risk whilst driving on Fèisean nan Gàidheal business using the risk assessment check list (see **Appendix 1**). Having identified particular risks then reasonable and practicable measures can be taken to minimise those risks by considering the following:

#### **The manager**

- It is the manager's responsibility to ensure that a risk assessment is carried out and that control measures are put in place. The results of the risk assessment must be communicated to the driver and any passengers.

- The manager must ensure that the driver is competent to drive; that s/he holds a valid driving licence, is suitably insured, is familiar with the vehicle and task, understands the risk assessment findings and control measures and has received appropriate training where necessary.
- The working day must be agreed between manager and driver. Safe hours of driving and/or working must be agreed and provision made for overnight stays if necessary. Employees must not work all day and then be expected to drive for long periods.

### **The driver**

- All drivers' that expect to drive whilst on Fèisean business must have a valid drivers' licence for the class of vehicle they are driving.
- Drivers are expected to use the safety belts that must be fitted to the vehicles that they drive.
- On taking charge of a vehicle or using their own vehicle to drive on Fèisean business, drivers must ensure, so far as is reasonably practicable, that the vehicle is adequate for the purpose and is in a safe mechanical condition. This is particularly important for privately owned and driven vehicles.
- Whilst driving on Fèisean business, drivers are expected to comply with traffic legislation, be conscious of road safety and demonstrate safe driving, and observe other good driving habits. See appendix on use of mobile phones.
- It is expected that persons driving vehicles (including their own) on Fèisean business will not drink alcohol or be under the influence of drugs, will not drive whilst disqualified or incorrectly licensed, will not drive recklessly, and will stop after a crash or similar incident with which they are involved.
- Drivers must declare any driving convictions.
- Employees should seek medical advice if they become aware of a medical condition or take medication which may affect their ability to drive, or the length of time they can drive.
- Professional drivers are expected to comply with EU restrictions on hours of driving, as current at the time.

### **The vehicle**

- Vehicles must be appropriate for the task.
- All drivers must ensure that the vehicle they are driving is appropriately insured.
- Vehicles must be maintained and in a clean and roadworthy condition. It is the driver's responsibility to ensure that a pre-journey safety check is carried out on the vehicle, the following list is for guidance:
  - Tyres appear roadworthy, free of unusual signs of wear or low/high pressure, including the spare tyre.
  - Vehicle body is in safe condition with no apparent fuel, oil or other fluid leaks.
  - No load is overhanging the extremity of the vehicle.
  - All warning/hazard and driving lights are in working order.
  - Horn is working.
  - Driving mirrors are clean and suitably adjusted for the driver.
  - Windscreens are in good condition (not obscured by snow/dirt and not chipped, cracked etc.).
  - Wash bottles have a sufficient supply of liquid.

### **The journey**

- When travelling by road, the time allowed for journeys must enable them to be completed without exceeding speed limits.
- Route - the intended journey should follow the safest available route, which may not necessarily be the shortest or quickest.
- Driving time is part of the working day. Very long days must be avoided, particularly in winter. Overnight stops may be necessary to avoid very long days.
- Breaks should be taken in the journey before the driver begins to feel fatigued - as a minimum, a 15 minute break every 2.5 hours is recommended. Where more than one person is travelling, consideration should be given to sharing the driving.
- Consideration should be given to expected weather conditions. For example, if, on the day of travel there is thick fog, icy conditions or heavy snow, the journey should be postponed or cancelled.

## **Fèisean nan Gàidheal Mobile Phone Use Policy**

### **Mobile Phone Use**

Mobile phones are a useful and often necessary item of business and personal equipment. They provide a degree of security, and also a link with business and home should that be required. However, they can be distracting to a driver, and should not be used while driving, even if stopped at traffic lights or in a queue of traffic. Even a hands-free phone can be distracting, and their use can cause the driver to lose concentration and cause, or be involved in, accidents. A phone or PDA should not be used to receive calls, pictures, text messages or to access the internet while driving.

It is illegal to use a hand-held mobile phone when driving, and currently there is a £60 fine and three penalty points on your licence if convicted. It should be noted that drivers can be prosecuted for the use of a hands-free phone if the driver is shown to be not in proper control of the vehicle. If you are convicted of driving carelessly or recklessly, the penalties can include disqualification, large fines and up to two years imprisonment.

A driver **MAY** call 999 or 112 in response to a genuine emergency when it is unsafe or impractical to stop to make the call.

When driving, you should use voicemail, a message service or call diversion so you can pick up messages later.

Only use your phone after you have stopped in a safe place. Never stop on the hard shoulder of a motorway except in an emergency.

Avoid taking calls even on a hands-free phone while driving. They can be just as distracting. If you must answer, say that you are driving and end the conversation. Otherwise you will put yourself and other road users at risk.

We are all responsible for safety on the roads. If you make a call to someone and realise they are driving, stop the call and arrange to speak to them later.

### **SWITCH OFF BEFORE YOU DRIVE OFF**

(This information is taken from [www.thinkroadsafety.gov.uk](http://www.thinkroadsafety.gov.uk))

## Travel Risk Assessment Check List

In collaboration with the driver, an assessment of the risk of any use of a vehicle used for Fèisean-related work activity must be made and it is suggested that the following checklist be used.

Is travel necessary? Have options to avoid or minimise travel been considered?	YES	NO
Has the use of public transport been considered, assessed and eliminated?	YES	NO
Has driving in adverse conditions been minimised as far as practicable, e.g. avoiding driving in darkness, not driving in bad weather –ice/ snow/ storm?	YES	NO
Has the travel distance been minimised, consistent with choosing the safest route? (Note: motorways, dual carriageways are safer than other roads. Speed restrictions must be complied with.)	YES	NO
Are any medical conditions and/or medication restrictions that apply to any driver taken account of?	YES	NO
Has the duration of the working day been kept to acceptable levels? (the sum of driving time, working time and required breaks must not exceed 10 hours)	YES	NO
Have travel schedules been planned to include sufficient breaks? (Note: 15 minutes every 2.5 hours continuous driving)	YES	NO
Is a valid driving licence held by all drivers?	YES	NO
Has the appropriate vehicle been selected for use (e.g. is carriage of hazardous, bulky or heavy items required)	YES	NO
If own/Fèisean/hired vehicle is used, is the vehicle roadworthy, with valid road tax and MOT?	YES	NO
If any private vehicles are used do they have appropriate business travel insurance cover?	YES	NO
If a Fèisean/hired vehicle is used, have all drivers familiarised themselves with the controls, adjusted mirrors and checked the vehicle for obvious defects?	YES	NO
Is a mobile phone available for emergency use? Is the driver aware of the legal and Fèisean nan Gàidheal policy restraints upon use of mobile phones?	YES	NO
Has essential emergency equipment for use in the event of a breakdown or accident been include in the vehicle? Such equipment may include: mobile telephone for emergency use, first aid kit, warning triangle, high visibility jacket, fire extinguisher.	YES	NO
Is the vehicle covered by a national breakdown service?	YES	NO

Each of these questions will provoke further questions and provide a reasonable risk assessment for the necessary control measures that may be required.

See Risk Assessment Form below.

Risk Assessment – Please complete this form for individuals and individual tasks

Review: 16 June 2009

Activity - Driving for Work Risk Assessment (Generic)

Assessed by: Iona MacDonald

Verified by:

Hazard	People at Risk/How	Existing measures to control risk	Further Action	Risk rating H/M/L	Result
Road Accident	ALL (Drivers/Employer/Other road users)	Eligibility questionnaire completed certifying possession of appropriate class of driving licence, MoT certificate in place for car, appropriate insurance, road fund licence, roadworthiness, regularity of servicing, etc.; Legal compliance with Highway Code, speed limits, etc.; Pre-journey checks carried out; Schedules to allow for overnight stays/regular breaks from driving where total length of working day (including driving) would be longer than 10 hours; Drivers issued with RoSPA guidelines for Safer Driving.	Is journey necessary? Could mechanical conferencing be used? Use of public transport considered to reduce mileage/driver fatigue? RoSPA guidelines for safer driving followed. Alcohol is avoided where driving is anticipated. Drivers do not drive under the adverse influence of prescription, over-the-counter, or illegal drugs. Drivers should ensure that they get sufficient sleep before driving, and that they are not affected by illness or other factors affecting reaction times and concentration.	M	A
Fatigue/Stress	ALL	Schedules to allow for overnight stays/regular breaks from driving. Avoidance of "rush hour" journeys in unfamiliar territory where practicable.	Breakdown/Recovery insurance in place? Drivers make themselves familiar with route before departure by use of map/website/local knowledge or Sat Nav. If carrying passengers, is shared driving an option?	L	A

Manual Handling	Driver	Procedures on safe methods of lifting heavy loads into cars are followed. Avoidance of car overloading.	Manual Handling training to be arranged for at-risk staff.	M	A
Adverse Weather Conditions	ALL	Check before setting out any radio/TV, online, council and police weather/road condition sites. Weather warnings heeded. Option to cancel planned meetings due to adverse weather conditions.	Equipment list to be drawn up for winter driving. Ensure that drivers are familiar with additional requirements for driving in adverse weather conditions (rain, snow, ice, etc)	M	U
Late-night/very Early morning driving	ALL	Late-night driving, where unavoidable, should follow RoSPA Safer Driving Guidelines, making sure that sufficient breaks are taken, what to do if feeling sleepy, taking caffeine-rich drinks, and letting a reliable person know what time they expect to reach a destination, and a procedure to follow if overdue.	Late-night/Very early morning driving avoided where possible, by booking overnight stays or use of mechanical conferencing systems	M	A
Insurance	ALL	All drivers using their own cars for business purposes, other than driving to and from their usual place of work, insure their cars for business risks, the additional cost of which will be reimbursed by FnG.	No further action required	L	A
Additional task-specific or driver specific hazards:					

*Result : T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk*

## Simple Journey Planner

