



LEIA Safety Information Sheet

Road Risk Management

Prepared by the LEIA Safety and Environment Committee

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PREAMBLE

This Information Sheet is one of a series produced by the LEIA Safety and Environment Committee on topics relevant to the Lift and Escalator Industry. Whilst every effort has been taken in the production of these sheets, it must be acknowledged that they should be read in conjunction with the relevant legislation, codes of practice etc. They should not be taken as an authoritative interpretation of the law but guidance to it.

INTRODUCTION

Over the last 20 years the vehicle stock has increased by over 40% and the largest increase was for vans (75%). At end of September 2017 there were 38 million vehicles licenced for use in the UKⁱ. The Lift Industry operates many hundreds of vehicles in the UK which means that there is a significant risk of injury to employees and members of the public from road accidents. Risk Management should be undertaken by companies on the users of cars and vans in their fleet.

Driving for work: the facts

There are over 500 deaths every year on UK roads involving people driving for work purposes. This equates to 10 fatal accidents on the roads every week whilst a person is at work.

There are over 44,000 road casualties every year on UK roads involving people driving for work purposes. With 181,384 casualties in 2016, nearly one quarter of all casualties will be at workⁱⁱ.

The Department for Transport estimates about 25% of all road traffic accidents involve someone at work

Road traffic accidents are not reportable under the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR) but are investigated under Road Traffic Acts by Police. If we compare the 529 fatalities on roads in 2016 to people at work, against the average 137 fatal injuries to employees in a workplace environment in 2016/17, it can be seen as a serious issue

ROAD RISK MANAGEMENT

Like any other function in a company the management of company vehicles and their risks should be undertaken in the same way as is done for health and safety at work. The organisation's approach to the risks may require a culture change to ensure that its attitude to road safety receives the same attention as those risk assessments required for work. The people responsible for using the company's vehicles also need to be managed.

Drivers

Drivers should be:

- competent and capable of doing their work in a way that is safe for them and others;
- properly trained;
- sufficiently fit and healthy to drive safely and not put themselves and others at risk;
- provided with information that will help them reduce risk (eg maximum travelling time, recommended tyre pressures);
- provided with appropriate advice on driving posture.

Those at the highest risk are young or newly qualified drivers as well as those that have just started with the company, who need to be familiarised with the vehicle that they are responsible for. Consideration should also be taken for those that drive long distances where fatigue is a hazard.

Risks

Companies should identify what risks there are for drivers and the vehicles used, the following are some examples: -

- Driver is disqualified but fails to report loss of licence
- Exceeding the speed limit, or driving at speed inappropriate in the circumstances
- Driver is not competent to drive particular vehicles
- Driver has undetected defective eyesight
- Driver suffers from poor health (including stress) leading to poor decision making/ poor reaction times
- Driver is taking medication which impairs judgement
- Driving under the influence of drugs or alcohol
- Driving in adverse weather conditions
- Driver works or drives excessive hours or excessive distances
- Driver has a tendency to road rage
- Working at height on vehicle
- overloaded or poorly maintained vehicle

When using a computer at work, an eye test is very much accepted to identify if a user's eyesight is healthy yet this is not a mandatory requirement when driving a car. However, the Police are now able to order the confiscation of a driving licence within hours of a driver failing a simple roadside test. It is a simple matter for a driver to instigate their own eyesight checks in accordance with the Highway Code:

Highway Code Paragraph 92

Vision. You **MUST** be able to read a vehicle number plate, in good daylight, from a distance of 20 metres (or 20.5 metres where the old-style number plate is used). If you need to wear glasses (or contact lenses) to do this, you **MUST** wear them at all times while driving.

(Laws RTA 1988 sect 96 & MV(DL)R reg 40 & sch 8)

Licensing

One element that must be undertaken is to ensure that the individual has the correct licence for the vehicle they are driving and that it is valid.

The Government has created a website to enable a licence holder to quickly check the status of their licence, the types of vehicle they are permitted to drive and to obtain an access code to enable others (for example their employer) to view their details and check the licence is valid. <https://www.gov.uk/view-driving-licence> (See Appendix A).

Licences do expire and require renewing. It may be that if a person has been banned from driving they would not want their employer to find out about this as it could mean the loss of their job if they are required to drive.

Procedures can be set up to physically check the driving licence annually, or using a risk-based approach, more frequently for drivers who have accrued penalty points.

Some companies may prefer to outsource these checks to a third party, while this will entail cost and consent of the individual employee, the advantage is that alerts can be set to inform an employer when changes in the status of an employee's licence changes.

LEIA is unable to recommend any particular service but would refer members to the Association for Driving Licence Verification, a trade body which promotes best practice in this area to their members. Their website contains a list of members.

Vehicles

Vehicles should be:

- fit for the purpose for which they are used;
- maintained in a safe condition and fit for the road.

The vehicles are required to be managed to ensure that they are road worthy, that the type of vehicle is appropriate for the job and that it meets the legal requirements for Vehicle Excise Duty, insurance, MOT and that it is maintained in a safe condition.

Users of company cars and those using their own cars with or without a cash allowance in lieu of a company car, must be subject to the same duty of care. Companies are advised that they should treat all people driving on company business as they would any other business driver within their company and that they should put in policy controls to ensure that the owner or drivers have agreed on the maintenance of their vehicle to keep it in a safe condition and that they sign to say that they will operate the vehicle in accordance with the company's requirements

Companies using hired vehicles should ensure that roadworthiness checks are done before the vehicle is used on company business. Although it is the driver's responsibility to ensure roadworthiness, it has been known for prosecuted drivers to sue for compensation after they were provided with a defective vehicle.

Journey Planning

Journey planning should:


- take account of appropriate routes;
- incorporate realistic work schedules;
- not put drivers at risk from fatigue or distractions;
- take sufficient account of adverse weather conditions.

The journeys the company expects a vehicle driver to undertake should be managed, to include the environment the journey takes them through as well as the distance and the time of day that they are driving. The weather conditions must also to be taken into account; it would be advisable to have a policy for driving in bad weather.

You should consider a mobile phone policy. Use of a mobile phone whilst driving has been shown to significantly increase distraction and reduce reaction time in drivers, even when using a hands-free phone. Technology changes in this area where phones are no longer just used to make calls can significantly increase the risk when for example a driver looks at incoming e mails.

It is illegal to use a hand-held mobile phone whilst in charge of a vehicle (even if the vehicle is stationary with its engine running). Drivers should be advised to turn their phones off or switch to voicemail whilst driving.

APPENDIX A



Driver & Vehicle Licensing Agency

Licence summary

You can share this licence information summary with someone else like your employer or a car hire firm.

Driving licence number:
XXXXXXXX127P99KN

Licence issue number:
58

Licence valid from:
2 May 2017

Licence valid to:
1 May 2027

Check code:
fC Pj F6 jy

This code

- is case sensitive
- is valid for 21 days
- can only be used once

Date summary generated:
15 June 2018 8:03

Driving Status












Current full licence

Endorsements


0 0

Offences Points

Can drive

Category	Start date	End date	Codes
AM 	2 May 2017	11 May 2027	
A 	19 January 2013	11 May 2027	79(3)
B1 	16 August 1974	11 May 2027	
B 	16 August 1974	11 May 2027	
BE 	16 August 1974	11 May 2027	
C1 	16 August 1974	11 May 2027	
C1E 	16 August 1974	11 May 2027	107
D1 	16 August 1974	11 May 2027	101
D1E 	16 August 1974	11 May 2027	101, 119
F 	16 August 1974	11 May 2027	
K	16 August 1974	11 May 2027	
L	16 August 1974	11 May 2027	
N	16 August 1974	11 May 2027	
P 	16 August 1974	11 May 2027	
Q	2 May 2017	11 May 2027	

Provisionally drive

Category	Start date	End date	Codes
A 	12 May 1974	11 May 2027	
G	12 May 1974	11 May 2027	
H	12 May 1974	11 May 2027	

What to do next

How to share your licence summary


Give the check code or this licence summary to someone else, like your employer or a car hire firm. They'll also need the last 8 characters of your driving licence number.

Where to view a shared licence summary

Visit <https://www.gov.uk/check-driving-licence> and enter the last 8 characters of the driving licence number and the check code.

Check code not working?

If the code generated is older than 21 days, or the code has been viewed once before, a new code must be created.



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DVLA-SDL-20150213-V008

Example of a driver's licence information and check code which can be used by others to view details. (Name has been obscured)

REFERENCES

Association for Driving Licence Verification:

<http://www.adlv.co.uk/>

The Highway Code:

<http://www.highwaycodeuk.co.uk/uploads/3/2/9/2/3292309/the-official-highway-code-with-annexes-uk-en-12-04.pdf>

Driving Licence Check:

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

HSE Driving at Work INDG382 downloadable from:

<http://www.hse.gov.uk/pubns/indg382.pdf>

NUMBERED REFERENCES:

ⁱ <https://www.gov.uk/government/statistics/vehicle-licensing-statistics-july-to-september-2017>

ⁱⁱ <https://www.gov.uk/government/statistics/reported-road-casualties-great-britain-annual-report-2016>

For any clarification of this information sheet contact your company Safety Advisor or the LEIA Safety and Training Manager.