

## **BBSRC Driving Safely at Work Policy**

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## **Policy Statement**

BBSRC aims to minimise the incidence of all workplace risks, including those posed by work related driving activities. We also recognise that although our primary responsibility is for the health and safety of staff engaged in driving at work, we also have a duty of care for other road users and members of the public who could be put at risk by work related driving activities.

Establishments will therefore comply with all driving related legislation and endeavour to adopt best practice where practical for those driving for business.

This Policy sets out the arrangements for the control of work related driving, taking into account the requirements of health and safety legislation and road traffic law.

In addition BBSRC recognises that environmental impact and sustainability are also important considerations with respect to work related travel and that these issues should be considered as part of the assessment for any journey undertaken. Therefore you should first consider whether there is a need to travel by car at all. It may be possible to conduct the business by telephone meeting, video conference or travel by train, etc.

This policy has been agreed with the BBSRC Health and Safety Advisors and the Trade Union Side and complies with statutory best practice.

## **1. Principles**

- 1.1 This policy applies to all BBSRC employees who drive or who manage those who drive on work-related business. This policy recognises that there are two categories of employees who drive for business purposes and this policy applies to both categories as detailed below:
- Employees who are required to drive vehicles owned, leased or hired by establishments as an integral part of their job role
  - Employees who use their own vehicles or hired vehicles for work purposes on a casual basis, in order to undertake some part of their job role (e.g. meetings at alternative establishments, attendance at conferences or seminars).
- 1.2 This policy refers to any work carried out on establishment business that involves employees in time spent driving a vehicle and covers all journeys other than to and from their normal place of work.
- 1.3 This policy will also apply to any BBSRC student if they are asked to drive on establishment business.
- 1.4 The Institute Grant Agreement states that “The Institute will take all necessary steps to ensure compliance with all legal requirements and best practice for health and safety, environmental compliance and the security of staff in relation to the operation of the Institute”. Therefore implementation of this policy by such establishments will ensure they meet this requirement.
- 1.5 A list of relevant legislation, regulations and supporting frameworks that provide background to this, as well as related BBSRC policies and strategies are listed in Appendix 1.

## **2. Policy Aims and Objectives**

- 2.1 The aims and objectives of this policy are to ensure:
- as far as reasonably practicable the safety of employees and students whilst driving on establishment business
  - that as far as reasonably practicable the safety of other road users and members of the public are not compromised by those driving on establishment business
  - that all employees and students are appropriately qualified and trained to drive the class of vehicle being used for establishment business
  - the suitability and roadworthiness of the vehicle being used
  - that drivers are medically fit and capable to drive
  - that statutory requirements applicable to the use of vehicles at work are met
  - that those with duties under this policy are clearly identified and provided with clearly defined roles and responsibilities
  - compliance with national driving-related legislation, with particular regard to mobile communication devices and drugs and alcohol

- the use of privately owned vehicles for business purposes is limited to circumstances where a suitable alternative e.g. public transport, hire of vehicle, is either not available or not practical for the planned journey

### 3. Organisation and Responsibilities

3.1 The Institute Grant Agreement states that “The Institute will take all necessary steps to ensure compliance with all legal requirements and best practice for health and safety, environmental compliance and the security of staff in relation to the operation of the Institute”.

#### 3.2 Directors

- ensuring that policies and guidance are in place locally which cover the range of drivers using road vehicles whilst on establishment business and that significant risks are adequately assessed and controlled
- establishing and maintaining mechanisms to ensure that all vehicles, whether they are establishment owned, leased or privately owned, are suitable for the task, properly maintained, have the relevant road tax licence and are appropriately insured

#### 3.3 Line Managers

- agreeing with employees safe hours of driving and/or working
- making funds available for overnight stays if necessary, for example when combination of journey time and hours worked is likely to be more than 14 hours.

#### 3.4 All drivers

- holding a valid drivers' licence and any appropriate insurance for the class of vehicle you are driving
- complying with UK traffic law (or the laws of the country which you are visiting) and obeying the Highway Code [www.gov.uk/highway-code](http://www.gov.uk/highway-code)
- informing your line manager if you suffer from any medical condition which might adversely affect your ability to drive safely, (e.g. epilepsy, diabetes, vision impairment, heart conditions, etc.)
- ensuring that if you are taking prescription drugs your driving is not impaired and that you are aware of and comply with the law with regard to drugs and driving: <https://www.gov.uk/drug-driving-law>
- reporting any problems with an establishment or hire vehicle as soon as possible
- planning each journey to reduce travelling at night, excessive hours, etc.
- ensuring that you have allowed sufficient time for the journey to be completed without exceeding speed limits
- ensuring that passengers and equipment are carried in accordance with the vehicle specification
- making use of overnight accommodation in adverse weather conditions, if you start to feel unwell or if journey length plus the number of hours worked is likely to be more than 14 hours

- not using mobile telephones while driving, instead switching to a message service and picking up messages when you have stopped safely
- not drinking alcohol or being under the influence of drugs
- declaring any driving convictions
- complying with the law and any restrictions on hours of driving as described in paragraph 4.3 below
- reporting all incidents or accidents whilst driving on business
- paying all fines and penalties associated with poor driving and parking (except those relating to the roadworthiness of establishment/hire car vehicles)

#### **4. Health and Safety Arrangements**

4.1 Local actions – Establishments should have arrangements for:

- ensuring that those individuals driving for work hold valid driving licences and are fit to drive
- carrying out appropriate risk assessment and communicating them to your staff and students
- providing staff and students with appropriate information and training
- considering the implementation of defensive driver training when considered a high mileage driver (>5000 miles per annum)

4.2 Using your own vehicles – If you use a personal vehicle while on business, the vehicle is classified as work equipment and comes under the Provisions and Use of Work Equipment Regulations. You need to be sure that it is in good working order and that it appropriately insured (because if there was an accident establishments could be sued by any injured party). Establishments will have local policies on this and you should familiarise yourself with yours and follow all instructions.

4.3 Daily driving limits - In accordance with EC and UK Domestic Rules, we have agreed the following driving limits for your safety:

- Daily driving limit of 10 hours
- Continuous driving limit of 2.5 hours (then minimum of 15 minutes break)
- Limit on length of working day (including non driving work) of 14 hours
- Daily rest period of at least 11 hours between 2 working days

#### **5. Policy review**

The implementation of this policy will be monitored through the Joint Health and Safety Committee.

#### **6. Amendment history**

<b>Version</b>	<b>Date</b>	<b>Comments/Changes</b>

## Appendix 1: Relevant Authoritative Bodies and Related Documents

### **Authoritative Bodies**

<i>Health and Safety Executive</i>	<i>The HSE's work covers a varied range of activities; from shaping and reviewing regulations, producing research and statistics and enforcing the law.</i>
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### **Related Documents**

<i>Health and Safety at Work Act 1974</i>	<i>Often referred to as HASAW or HSW, this Act of Parliament is the main piece of UK health and safety legislation. It places a duty on all employers "to ensure, so far as is reasonably practicable, the health, safety and welfare at work" of all their employees.</i>
<i>Provisions and Use of Work Equipment Regulations 1998</i>	<i>These Regulations, often abbreviated to PUWER, place duties on people and companies who own, operate or have control over work equipment. PUWER also places responsibilities on businesses and organisations whose employees use work equipment, whether owned by them or not.</i>
<i>BBSRC Health and Safety Policy</i>	<i>Policy that describes requirements for BBSRC establishments with regard to maintaining a healthy and safe working environment for employees, students and others that may be affected by their work activities.</i>
<i>BBSRC Safety for Business Travel Policy</i>	<i>Policy that applies to all work-related travel and off site visits carried out by employees and student; including any driving whilst abroad.</i>