

WORK- RELATED DRIVING POLICY

POLICY REFERENCE NUMBER	CP73	
VERSION NUMBER	1	
KEY CHANGES FROM PREVIOUS VERSION	N/A	
AUTHOR(S)	H&S Advisor, Associate Director of Risk & Compliance	
CONSULTATION GROUPS	Risk Management Team Health Safety & Security Sub-Committee Operational Community MH Teams	
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RATIFICATION BY QUALITY COMMITTEE	April 2023	
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POLICY SUMMARY		
<p>The purpose of this policy is to enable EPUT to meet its obligation to protect staff so far as is reasonably practicable, from all occupational road risks associated with work-related driving and sets out the requirements for both employees and managers to ensure safe driving whilst at work.</p>		
<p>The Trust monitors the implementation of and compliance with this policy in the following ways;</p>		
<p>Monitoring is overseen by:</p> <ul style="list-style-type: none"> • Feedback from staff on this policy and accompanying procedural guideline is encouraged via [REDACTED] • The Health Safety and Security Committee as the approval committee will review the format of this policy and procedure and ensure appropriate consultation has been undertaken prior to approval. • Regular monitoring of the Datix incident reporting system. 		
Services	Applicable	Comments
Trustwide	✓	
Essex MH&LD		
CHS		

The CEO is responsible for monitoring and reviewing this procedure

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

WORK RELATED DRIVING POLICY

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SAMPLE - DO NOT USE

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST**WORK-RELATED DRIVING POLICY****1.0 INTRODUCTION & PRINCIPLES**

EPUT takes the health, safety and welfare of its staff very seriously. It recognises the risks to staff that need to drive in connection with work and is committed to the prevention of injury, loss of life and damage to property from work-related driving incidents.

The purpose of this policy is to enable EPUT to meet its obligation to protect staff so far as is reasonably practicable, from all occupational road risks associated with work-related driving. The law states: 'Employers have duties under health and safety law for on-the-road work activities'.

According to leading road safety organisations (HSE; RAC; RoSPA) approximately one third of all road traffic accidents in the UK are attributed to people driving whilst at work.

This policy sets out the requirements for both employees and managers to ensure safe driving whilst at work including:

- Ensuring risk in relation to work-related driving is assessed; e.g. transportation of patients in staff cars, adequate insurance and time for journeys/visits.
- Staff member is in good health and fit to drive.
- Encourage full reporting and recording of all incidents arising in the course of work-related driving (Datix).

2.0 SCOPE

- 2.1 This procedure and its accompanying policy apply to all staff carrying out their duties in Essex Partnership University NHS Foundation Trust.
- 2.2 Health and safety law does not apply to people commuting; travelling between their home and their usual place of work; unless they are a home based work employee or they are travelling from their home to somewhere which is not their usual place of work. (e.g. a person's usual work location is The Lodge, is not covered if they are travelling to and from The Lodge, but if they are required to travel to The Linden Centre, then they are, as this is not part of their usual commute).
- 2.3 The scope of this procedure does not extend to LGV's (Large Goods Vehicles)

3.0 DEFINITIONS

EPUT defines work-related driving as all staff, which during the course of carrying out their duties for the Trust drives a vehicle as an employee. This policy applies, whether the vehicle is driven on the public highway or EPUT premises.

For the purpose of this policy the term vehicle includes; cars, vans, passenger carrying vehicles (PCV) motorbikes and pushbikes.

4.0 DUTIES

The Health and Safety at Work etc. Act 1974 requires employers to take appropriate steps to ensure the health and safety of their employees and others who may be affected by their activities whilst at work. This includes the time when they are driving or riding at work, whether this is in a company or hired vehicle, or in the employee's own vehicle.

There will always be risks associated with driving. Although these cannot be completely controlled, EPUT has a responsibility to take all reasonable steps to manage these risks and do everything reasonably practicable to protect people from harm in the same way as we do in the workplace.

Membership or not of any salary-sacrifice scheme towards the purchase, hire or hire-purchase of any vehicle cannot be used to excuse any member of staff from their duties under this policy.

5.0 MONITORING OF IMPLEMENTATION & COMPLIANCE

The effectiveness of this policy will be reviewed and monitored by the risk management team via the Datix incident reporting system.

The policy and procedure will be review on a 3 yearly basis, unless additions are critical and require immediate change.

Feedback from staff on this policy and accompanying procedural guideline is encouraged via [REDACTED]

The Health Safety and Security Committee as the approval committee will review the format of this policy and procedure and ensure appropriate consultation has been undertaken prior to approval.

6.0 POLICY REFERENCES / ASSOCIATED DOCUMENTATION

CP73 Driving at Work Procedure
CP3 Adverse Incident (including Serious Incidents) Policy and Procedure
RM01 Corporate Health and Safety Policy.
FP09 Car Leasing Policy and Procedure
RM11 General Workplace Risk Assessment Policy and Procedure
RM14 Major Incident Plans
Health and Safety at Work Etc. Act 1974.
The Management of Health and safety at Work regulations 1999.
The Road Traffic Act 1988.
The Road Vehicles (Construction and Use) Regulations 1986.
The Highway Code.
The Driver and Vehicle Standards Agency.
The Vehicle and Operator Services Agency.
The Royal Society for the Prevention of Accidents ROSPA
HSE Driving at work Guidelines

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