

## We understand the risk to our people from driving whilst at work, and that health and safety law applies to on-the-road work activities as it does to all work activities.

This policy is fully supported by the senior management team who are committed to making sure that suitable and sufficient arrangements are in place to:

- ✓ Comply with the requirements of the Road Traffic Regulation Act 1984 and the Health & Safety at Work Act 1974 to safeguard all employees and the general public from risks involving driving at work.
- ✓ Assess and evaluate the level of risk to the business and our people through work-related driving, and implement control measures to reduce that risk to a level that is As Low As is Reasonably Practicable (ALARP).
- ✓ Ensure that all work-related motor vehicles are to only be used if they are in a road worthy condition and are fit for purpose in order to fulfil the requirements required under the Road Traffic Regulation Act 1984.
- ✓ Reduce the amount of road-related accidents within the organisation and promote safe operation of all work-related vehicles whilst at work.
- ✓ Minimise the risks to our own employees but also to minimise the risks to others through our operations by integrating work-related road safety into our health & safety management system.
- ✓ Ensure that all motor vehicles are to be covered by a current MOT certificate, taxed and insured, combined with regular servicing to guarantee that they are maintained to an acceptable standard.

To manage work-related road safety, we will apply the same principles used within our health & safety management system – notably:

### Planning

- Assessing the risks from work-related road safety within the organisation.
- Producing a Driver Handbook which covers the day to day management of vehicles and drivers within the organisation.
- Ensuring that roles and responsibilities regarding work-related road safety are clearly established within senior management.

### Doing

- Establishing suitable systems to manage the organisation's work-related safety effectively through prioritising and controlling the risks.
  - Providing driver's with adequate information and training to complete their duties safely.

### Checking

- Monitor the performance of work-related road safety within the organisation to ensure that the policy has been effective and implemented. This will be measured and reported back to the board to ensure commitment from senior management.

### Acting

- Review the organisation's performance regularly to ensure effectiveness and improvement in work-related road safety.

We will ensure that we adhere to best practice & high standards through-out the company in terms of safety, efficiency and environmental protection

We will ensure that this policy is communicated to all workers and contractors and is reviewed at least annually for effectiveness.



**Gary Beeston**  
Group Managing Director