



## Work Related Road Safety Policy

### Tees Valley Education Trust

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## **Introduction**

Tees Valley Education has an absolute commitment to Health and Safety of its employees, visitors and children.

This health and safety policy has been developed to enable the Trust to comply with the statutory requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Health and safety law requires the Trust to ensure so far as is reasonably practicable the health, safety and welfare of all Trust employees, while they are at work. The Trust also has a responsibility to ensure that others are not put at risk by the work activities of Trust employees.

The Management of Health and Safety at Work Regulations 1999 requires the Trust to carry out an assessment of the risks to the health and safety of Trust employees, or themselves, while they are at work, and to other people who may be affected by their work activities. This includes any driving activity on the road. The regulations require the risk assessment to be reviewed periodically to ensure it remains valid. The Trust will consider the risks to employees on the road in the same way as for those in a workplace.

## **Responsibilities**

Managing the risks to employees who drive at work requires more than just compliance with road traffic legislation.

The Health and Safety at Work etc Act 1974 requires the Trust to take appropriate steps to ensure the health and safety of Trust employees and others who may be affected by their activities when 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, the Trust 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 they would in the workplace.

It is the employees responsibility to ensure the car is taxed, MOT tested, insured and maintained appropriately. The employee is also responsible to inform the headteacher of any changes in their circumstances e.g. driving offences, change in car, involved in a car accident, change in insurance or cancelled insurance (without renewal), removal of business cover etc.

## **Policy**

In line with the advice and [guidance](#) from the Health and Safety Executive the Trust has a legal duty to put in place suitable arrangements to manage health and safety. This is a wide-ranging requirement, and the HSE encourages a common-sense and practical approach. It should be part of the everyday process and as part of good management generally.

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 recommended tyre pressures);
- provided with appropriate advice on driving posture.

Vehicles should be:

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

Journey planning should:

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

To enable the Trust where reasonably practical the health, safety and welfare of all its employees whilst at work and to ensure their activities do not put other at risk, all employees who drive to work are required to bring the following documentation into their line manager and/or academy business manager:

- Vehicle Registration
- Driving Licence
- MOT
- Insurance covering business mileage

By providing this information, it will allow the Trust to undertake its risk assessments to ensure as a Trust employee you are safe and able to undertake your role safely and there are no risks to others when you are driving for work.

All drivers who will be using their car for work purposes are required to have business insurance and it is the employees responsibility to ensure they do this. If an employee fails to provide such documentation, they will not be permitted to use their car for work purposes or park on academy premises. Failing to provide such documentation may also lead to a disciplinary of failing to follow Trust policies.

Attached as appendix one is a document you must complete and return to your line manager and/or Academy Business Manager. This form will be held on your personnel file in the instance we need this information for Health and Safety purposes i.e. if emergency services contact the Trust as your employer and we can identify your vehicle as well as knowing which cars are on academy premises in an event your car is involved in a situation.

### **Transportation of Children Policy**

The Trust recognises that a failure to take reasonable safety precautions in relation to the safe transportation of children and employees would represent a serious risk to children, staff and members of the public and expose the Trust to the possibility of prosecution. The Transportation of Children Policy sets out the systematic approach for suitable and sufficient risk management throughout the Trust so that both pupils and employees are protected. All employees involved in

the transportation of children **must** adhere to both the Work Related Road Safety Policy and the Transportation of Children Policy.

### **Mobile Phones**

As part of our overall health and safety policy, we are committed to reducing the risks which our staff face and create when driving or riding for work. We ask all our staff to play their part, especially by never making or receiving calls, sending or reading texts or emails, taking or viewing photos, going online or otherwise using a hand-held or hands-free mobile phone while driving.

Staff who drive for work must:

- never use a hand-held or hands-free phone while driving
- plan journeys so they include rest stops when messages can be checked and calls returned
- ensure their phone is switched off and can take messages while they are driving, or allow a passenger to use the phone
- co-operate with monitoring, reporting and investigation procedures

### **Useful resources**

[HSE leaflet - Plan, Do, Check, Act](#)

[HSE leaflet – Driving at work: Managing work-related safety](#)

[RoSPA - Driving for Work](#)

<b>CAR DOCUMENT FORMS</b>
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All employees who drive their own car must complete this form and obtain approval for use from the Principal.

<b>Employee Details</b>		
<b>Personnel Number:</b>		
<b>Title (e.g. Miss, Mr)</b>	<b>Surname:</b>	<b>First Name:</b>

<b>Car Details</b>	
<b>Registration</b>	<b>Make e.g. Ford</b>
<b>Model e.g. Fiesta</b>	<b>Fuel e.g. Petrol, Diesel, LPG</b>
<b>Year of Registrations e.g. 1994</b>	<b>Engine Size e.g. 1905*</b>

\*NB this must be the exact size shown on the Registration Document

<b>Checklist have you seen?</b>	
<input type="checkbox"/> <b>Vehicle Registration</b> <input type="checkbox"/> <b>Driving Licence</b> <input type="checkbox"/> <b>MOT</b> <input type="checkbox"/> <b>Insurance covering business mileage</b>	

<b>Head Teacher/Head of academy or Line Manager</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Staff</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>