

## **Policy Statement on Road Risk**

Philbin Glass Recycling Ltd accepts it has a responsibility to manage the risk encountered by its employees when they use the road as part of their duties for the organisation. The organisation will do everything within its power to reduce this risk to a minimum and to provide a safe service to clients and safe working conditions for staff.

To meet this duty of care, Sarah Philbin is the designated road risk coordinator and has responsibility for championing the organisation's road risk programme. She will provide an update to this report every 12 months.

## **Road Risk Coordinator**

Sarah Philbin will ensure that the Company will follow the management of occupational road risk (Management of Road Risk) and that:

- A safe system of work is adopted which ensures that the correct vehicles and equipment are obtained for the work required, and they are used correctly
- Vehicles are appropriate for the task they are required to carry out and have suitable safety features
- Vehicles are properly maintained and when defects are identified, the vehicle is not driven until they are rectified
- The driving ability of staff required to drive as part of their duties is assessed before or soon after appointment – all drivers have HGV licences and are therefore approved to drive by the DVLA and must adhere to all their rules.
- Any training needs are met as soon as practicable, with priority given to those who will have the highest annual mileage and those with the lowest level of skill
- Driving is monitored and assessed at regular intervals and further driver training provided as required, with particular reference to the vehicles they are required to drive
- Records are kept of which staff are authorised to drive which vehicles for the organisation
- Familiarisation training is provided for new routes
- Staff are made aware of the importance of safe driving practices both for their own safety and for the comfort and safety of their co workers
- Information on accidents and near misses is collected and analysed and the knowledge gained is used to improve policies
- A plan that staff can use in an emergency is developed and all staff are aware of it and there is a copy in all vehicles used by, or on behalf of the organisation
- Records are kept of vehicle servicing and maintenance, driver training and licence information

- Discuss with their drivers the importance of safety on the road and following the organisation's policy and management system
- Liaise with the road risk coordinator to ensure that the training needs of their staff/others are met
- Encourage drivers to follow good practice and keep their skills and knowledge up to date
- Ensure that drivers are fully aware of what action they need to take in an emergency situation
- Ensure drivers have enough time for journeys and do not feel pressurised into completing them faster by speeding or taking risks – if a driver feels that the run is unachievable, he must highlight this to Sarah Philbin
- Provide advice on route planning and circulate information on hazards reported on regular routes
- Monitor and if necessary restrict total hours/miles driven to ensure drivers do not suffer from fatigue
- Ensure drivers understand the need for a ban on handling and a mobile phone whilst driving and adhere to it
- Where a driver is inexperienced with a particular route or vehicle, ensure that he/she has extra time to complete his/her journey safely
- In bad weather conditions make every effort to reduce journeys to a minimum
- Make staff/others aware that fatigue will be more of a problem at certain times – there is an increased likelihood of falling asleep at the wheel in the afternoon and in the early morning

## Staff

Staff have a responsibility not to put themselves and others at risk and to cooperate with the company to ensure their own safety and the safety of people they are working with, staff, others and customers. Since over 3000 people die on our roads every year, driving is a hazardous activity and drivers should take every care to protect themselves and others by following the policies and the management system of the organisation.

Staff must:

- Report any vehicle defects to Sarah Philbin and complete the compulsory Vehicle Defect sheet and send in to the office
- Not drive a defective vehicle
- Be aware of what action needs to be taken in an emergency situation
- Participate in and implement the knowledge and skills gained from the driver training provided
- Inform Sarah Philbin of any health problems or personal circumstances, which could make driving hazardous
- Ensure that they are physically fit to drive

- Do not drive whilst under the influence of alcohol or drugs. (Drugs which adversely affect the ability to drive can be illegal - prescription of over the counter medicines). Staff should check with their doctor or pharmacist if the drugs they are taking will affect their ability to drive safely and always inform Sarah Philbin or Muriel Parker
- Have a documented eye test every two years (or sooner if required to do so) and ensure that any necessary corrective eyewear is worn
- Comply with the ban on mobile phone use whilst driving
- Ensure that line managers are aware of hazards and delays on regular routes so that journey times can be extended to take into account of the circumstances
- Drive within speed limits and to the speed dictated by conditions, which can be less than the limit
- Follow any advice on route planning supplied by line management
- Allow sufficient time for planning the route, driving the route and the breaks needed to prevent fatigue
- When appropriate extra journey time and breaks should be built into the journey plan, to allow for bad weather, for example
- Be aware that fatigue will be more of a problem at certain times (there is an increased likelihood of falling asleep at the wheel in the afternoon and in the early morning)
- Stay calm and relaxed while driving and try to avoid situations which could lead to stress or road rage

Signed:



Managing Director

Date: 01/04/25