

## Policy Statement – Driving at Work

Farncombe Construction is committed to the delivery of its obligations under Health and Safety legislation with regards to driving at work and recognise that there are specific risks to employees who are driving on behalf of the company.

Farncombe Construction has introduced this policy with the objective of identifying and minimising those risks and encouraging safe driving in order to reduce the number of accidents and comply with its legal obligations.

The overall purpose of the of the Transport Management System is to provide guidance on company rules relating to driving and to ensure that all company employees are aware of the health and safety implications of using a company vehicle or for using any vehicle on company business.

Farncombe Construction places great importance on the health and safety of employees as well as members of the public and must rely on every employee to maintain a responsible attitude to the welfare of others.

The practice of safe driving is essential to maintain all our driver's ability to perform their jobs effectively. The company endeavours to achieve the highest standards in all areas of health and safety and company drivers are relied upon to observe all the rules of the road in addition to guidance related to the use and maintenance of their vehicles.

On the basis that all accidents are preventable, all company drivers are required to operate their vehicles at all times in a responsible and considerate manner with due regard to the safety of themselves and others, the objective being to minimise the risk of accident.

Company vehicles are expensive items of business equipment that must be maintained in a legal and roadworthy condition at all times. Every driver of a company vehicle is required to read the Transport Management System document and become familiar with the various sections.

Signed 

Rod Farncombe-Smith – Director

Dated 01-07-2020

## **Driving Standards Policy**

### **Purpose**

The Health and Safety at Work Act 1974 requires the Company to take appropriate steps to ensure the health and safety of its staff and other road users who may be affected by Company activities at work. The purpose of this procedure is to ensure all Company staff are aware of their legal responsibilities and the driving standards required, so that all Company vehicles are operated and driven safely, within the law and with consideration for other road users. The company require that anyone driving on business shall drive within the rules of the Highway Code (except for when under specific direction of the relevant enforcement body) and the company policy at all times and pay particular attention to vulnerable road users.

### **Scope**

This policy applies to all senior management, line management and staff who drive for work, whether this is in a Company or hired vehicle, or in the employee's own vehicle driving for work.

### **Procedure**

There will always be risks associated with driving for work. Although these cannot be completely eliminated, the Company 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 in the workplace.

Managing the risks of driving at work requires more than just compliance with road traffic legislation but knowing and applying the rules of the road will significantly reduce road traffic collisions, casualties and vehicle damage costs. Cutting the number of such incidents is a responsibility shared at all levels in the Company. Having a firm understanding of any legal road traffic requirements and complying with them at all times helps this Company to discharge its responsibilities.

It is important that all Company drivers are fully aware of the rules of the road and show consideration for other road users at all times, maintain the highest of driving standards. It is a criminal offence to disobey any legal requirement, which can result in a fine; penalty points or disqualification from driving and the most serious cases can result in a custodial sentence.

Such rules are identified in this policy by the use of the words of what a driver 'shall' do in order to comply with the law. It should be understood that legal compliance is the minimum standard the Company expects to be achieved and that the Company aims to exceed the minimum standard at all times.

In addition to the legal responsibilities, drivers should be able to demonstrate knowledge and comprehension of other rules and advisory content within the Highway Code. Contraventions may be used as evidence in any court proceedings under the Road Traffic Act 1988 and the Construction and Use Regulations 1986, to establish liability.

### **Legal Requirements**

Drivers of Company vehicles, and private vehicles driven on Company business, must satisfy the following legal requirements as a minimum at all times. Failure to do so is against the law and a breach of Company policy.

Any driver receiving a fixed penalty notice or is prosecuted whilst driving on Company business is fully responsible for any fines, penalty points and or prosecution outcomes, under these circumstances' drivers must inform the company immediately. The company require that all drivers that drive for Farncombe Construction drive within the company policy and the constraints of the Highway code at all times and as such issue the most up to date version of the Highway Code to all drivers.

### **Vulnerable road Users**

The Company understands it has a greater responsibility to VRUs. Drivers need to be aware of the different types of VRUs, how they may react and the actions to be taken when in contact with them.

VRU are generally cyclists, motorcyclists, the elderly or disabled and young children and horse riders.

The Company understands that the operation it carries out requires at times drivers to come into contact with VRUs, therefore the following control measures have been implemented:

- Vehicles are fitted with safety mirrors (Class V and VI)
- Vehicles are fitted with side-guards
- Vehicles are fitted with cyclist rear warning signage
- Driver's hours are monitored

However, ultimately it is the driver's responsibility to ensure that the way in which the vehicle is driven reduces the risk as low as reasonably practicable when around VRUs. In order to do this the following must be carried out during the daily walk around check and when required during the working day:

- Check that mirrors are positioned and fitted correctly and that they are clean at all times
- Check that side guards are fitted correctly
- Check that vehicle warning signage is fitted
- Check that all lights are working correctly

Drivers must always:

- Concentrate on driving at all times, do not become distracted
- Observe correctly at all times, especially when turning left or on roundabouts
- Anticipate the actions of other road users
- Leave enough space around you at all times so not to come into contact with anyone or anything else
- Leave time; time to stop, time to see, time to think, time to do
- Plan journeys to avoid areas where VRUs may be
- Use signals (indicators) in good time and correctly, do not confuse other road users
- Remain calm, even if other drivers are not. Remember you are the professional representing the Company
- Secure the vehicle when left unattended or when working outside the vehicle and there is the possibility of unauthorised access
- Adhere to the speed limits at all times. Taking care to follow road signs and the rules of the highway code.

## **SPEED LIMITS**

Drivers are reminded that they are liable to prosecution, which can lead to either the revocation or suspension of their LGV licence, in the event of Tachograph record showing excessive speeding. These records can now be used as evidence in a court of law. Driving in excess of speed limits is **not** allowed.

Road Type	Speed Limits of Rigid Goods Vehicles (not being a car derived van) up to 7.5t gvw and not drawing a trailer in MPH (KPH)	Speed Limits Goods vehicles over 7.5t gvw in MPH (KPH)
Built up Areas	30 (48)	30 (48)
Single Carriageway	50 (80)	50 (80)
Dual Carriageway	60 (97)	60 (97)
Motorway	70 (110)	60 (97)

**These speeds are a limit for the type of road unless marked otherwise, they are not a target speed.**

### Defensive Driving Techniques

Drivers are expected to drive defensively and economically showing due regard and courtesy to other road users.

### C.O. A. S. T.

Any driver can suffer a dip in their attention levels. This is where the acronym C.O.A.S.T. comes in. It stands for concentration, observation, anticipation, space and time.

<b>Concentration</b>	Concentrating is imperative – you shouldn't be doing anything other than driving,
<b>Observation</b>	Observe your surroundings, the vehicles, their drivers and pedestrians and other vulnerable road users nearby.
<b>Anticipation</b>	Anticipate: Guess or be aware of what might happen in front of you and take action in order to be prepared, this to prevent evasive or erratic actions.
<b>Space</b>	Space is all about keeping a safe distance behind the car in front according to the road conditions. 'Only a fool breaks the two second rule.'
<b>Time</b>	Time simply means leaving lots of time to complete your journey so you don't rush and increase the chances of having an accident.

**Adopting defensive-driving techniques can keep you safe on the road by following these 9 simple steps.**

#### Stay focused

Keeping your hands on the wheel. Defensive drivers concentrate on the road, keeping their hands at the 10 o'clock-2 o'clock position. They don't do other tasks while driving, some of which are illegal. These include:

Eating

Applying makeup

Holding a dog  
Tending to a child  
Operating a hand-held cell phone  
Texting

**Keep your eyes moving**

Look continuously in your mirrors and scan the road ahead, checking for hazards and slowing traffic so you can anticipate problems before they develop.

**Stay alert**

Don't drive if you're tired or upset.

**Go with the flow.**

Most drivers know that speeding is a major cause of accidents, but driving too slow can be dangerous, too. Drive at speeds that most other vehicles are going.

**Use the 2-second rule**

To maintain adequate spacing with the car in front of you.

Choose a fixed object on the road ahead of you.

Count "1 space, 2 space" when the vehicle in front of you goes by the object. If you pass the same object before you're done counting, slow down a bit. The 2 second rule helps reduce the chance of a rear-end collision when vehicles in front make sudden stops.

**Make yourself visible**

Many accidents occur because drivers didn't see the other car. There are a few simple ways to make your presence known, making the road safer for everyone. They include:

Turn signals: Use your turn signals to let other drivers know where you're going. By using your indicators, other drivers will be able to anticipate your actions and slow down safely.

Headlights: Turn on your headlights at dusk or anytime it is raining. This is more for other drivers to see you than for you to see the road. As a rule, use your headlights when the windscreen wipers are in operation.

Brake lights: Operational brake lights are a safety must. They warn cars behind you that you're slowing down, signalling them to reduce speed, too.

Avoid blind spots: Don't linger in areas where the driver in front of you can't see you. Many people will only check their mirrors before making a lane change. If you're lurking slightly behind and a lane away from another vehicle, assume that the driver of that car can't see you. Either safely speed up or slow down to avoid this scenario, which often results in an accident. This is an important defensive-driving technique.

**a) Resist road rage**

Aggressive drivers may infuriate you, but retaliating with similar tactics is dangerous. Take a passive approach in dealing with road rage. Use these strategies in specific road-rage scenarios:

Tailgaters: If the driver behind you is right on your bumper, tap the brakes a few times to let the driver know that he's not maintaining a safe distance. If he stays on your tail, slow down gradually. Chances are the tailgater will eventually pass you.

Speeders: If you see a vehicle speeding or aggressively changing lanes behind you, stay in your lane while maintaining your speed.

**Adapt to road conditions**

Even light rain can produce dangerous conditions, particularly early in the season when the water picks up oil from the road surface, making it slippery. Tyres lose their grip at higher

speeds, so slowing down in inclement weather is a fundamental defensive-driving technique.

**Familiarise yourself with traffic rules**

Refresh your memory by occasionally browsing the Highway Code. It provides guidelines on rights of way, road signs, traffic law, and contains tips on safe driving.

**b) Driving in adverse weather conditions**

You **MUST** use headlights when visibility is seriously reduced, generally when you cannot see for more than 100 metres (328 feet). You may also use front or rear fog lights but you **MUST** switch them off when visibility improves (Highway Code Rule 236).

**Wet weather**

In wet weather, stopping distances will be at least double those required for stopping on dry roads (Highway Code Rule 126). This is because your tyres have less grip on the road. In wet weather:

**Keep well back from the vehicle in front - this will increase your ability to see and plan ahead**

**If the steering becomes unresponsive, it probably means that water is preventing the tyres from gripping the road - ease off the accelerator and slow down gradually**

**The rain and spray from vehicles may make it difficult to see and be seen**

**Be aware of the dangers of spilt diesel that will make the surface very slippery (see 'Vehicle maintenance, safety and security')**

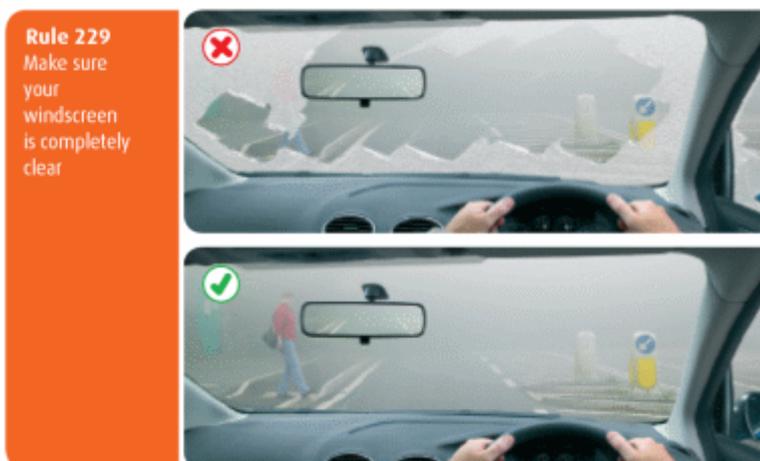
**Take extra care around pedestrians, cyclists, motorcyclists and horse riders**

**Icy and snowy weather**

In winter check the local weather forecast for warnings of icy or snowy weather. Take great care and allow more time for your journey. Take an emergency kit of de-icer, ice scraper, torch, warm clothing and boots, first aid kit, jump leads and a shovel together with a warm drink and emergency food in case you get stuck or your vehicle breaks down.

**Before you set off:**

you **MUST** be able to see, so clear all snow and ice from your windows



you MUST ensure that lights are clean and number plates are clearly visible and legible  
make sure the mirrors are clear and windows are de-misted thoroughly, remove all snow  
that might fall into the path of other road users. Check your planned route is clear of delays  
and that no further snowfall or severe weather are predicted.

When driving in icy or snowy weather:

drive with care, even if the roads have been treated

keep well back from the road user in front as stopping distances can be ten times greater  
than on dry roads

take care when overtaking vehicles spreading salt or other de-icer, particularly if you are  
riding a motorcycle or cycle

watch out for snowploughs which may throw out snow on either side

do not overtake them unless the lane you intend to take has been cleared

be prepared for the road conditions to change over relatively short distances

Listen to travel bulletins and take note of variable message signs that may provide  
information about weather, road and traffic conditions ahead.

Drive extremely carefully when the roads are icy. Avoid sudden distractions as these could  
cause loss of control. You should:

drive at a slow speed in as high a gear as possible; accelerate and brake very gently

drive particularly slowly on bends where loss of control is more likely

brake progressively on the straight before you reach a bend - having slowed down, steer  
smoothly round the bend, avoiding sudden actions

check your grip on the road surface when there is snow or ice by choosing a safe place to  
brake gently - if the steering feels unresponsive this may indicate ice and your vehicle losing  
its grip on the road (when travelling on ice, tyres make virtually no noise)

### **Windy weather**

High-sided vehicles are most affected by windy weather, but strong gusts can also blow a  
car, cyclist, motorcyclist or horse rider off course. This can happen on open stretches of road  
exposed to strong cross winds, or when passing bridges or gaps in the hedges.

In very windy weather your vehicle may be affected by turbulence created by large vehicles.

Motorcyclists are particularly affected, so keep well back from them when they are  
overtaking a high-sided vehicle.

### **Fog**

Before entering fog check your mirrors then slow down. If the word 'Fog' is shown on a  
roadside signal or overhead gantry but the road is clear, be prepared for a bank of fog or  
drifting patchy fog ahead. Even if it seems to be clearing, you can suddenly find yourself in  
thick fog.

When driving in fog you should:

use your lights as required (Highway Code Rule 226)

keep a safe distance behind the vehicle in front - rear lights can give a false sense of security  
be able to pull up well within the distance you can see clearly (this is particularly important  
on motorways and dual carriageways, as vehicles are travelling faster)

use your windscreen wipers and demisters

beware of other drivers not using headlights

not accelerate to get away from a vehicle which is too close behind you

check your mirrors before you slow down, then use your brakes so that your brake lights  
warn drivers behind you that you are slowing down

stop in the correct position at a junction with limited visibility and listen for traffic when you are sure it is safe to emerge do so positively - and do not hesitate in a position that puts you directly in the path of approaching vehicles

You MUST NOT use front or rear fog lights unless visibility is seriously reduced (see Highway Code Rules 226), as they dazzle other road users and can obscure your brake lights - you MUST switch them off when visibility improves.

Hot weather

Keep your vehicle well ventilated to avoid drowsiness.

Be aware that the road surface may become soft or, if it rains after a dry spell, it may become slippery. These conditions could affect your steering and braking.

If you are dazzled by bright sunlight, slow down and if necessary, stop.

### **Vehicle breakdown and recovery procedures**

In the event of a vehicle breakdown it can often be difficult and dangerous to stop. If possible, drivers should try to get the vehicle off the road and warn other traffic by using the hazard warning lights, particularly if the vehicle is causing an obstruction.

On motorways drivers should only stop if it is a real emergency and have no other choice. The motorway hard shoulder is for emergency use only and is considered a dangerous place. If possible, it is best to try and drive to a safer place off the motorway rather than stopping on the hard shoulder.

If an emergency forces a vehicle to stop, drivers should:

- Stop as far to the left as possible with the wheels turned to the left (pull onto the hard shoulder if on a motorway)
- Leave sidelights on and turn on the hazard warning lights
- Get out of the vehicle by the left-hand door and make sure that any passengers do the same
- Wear a reflective hi-visibility jacket at all times
- DO NOT use a warning triangle on the hard shoulder of the motorway

Drivers should stay with the vehicle and call the company to inform them of the situation.

Signed 

Rod Farncombe-Smith – Director

Dated 01-07-2020

## **Health & Safety - Driving at Work Policy**

### **Introduction**

Driving and road use are a significant element in many business activities and form part of many employee's job roles. Road traffic legislation imposes specific requirements on employers in respect of vehicle maintenance and use. And under health and safety legislation, employers also have a responsibility to ensure the health and safety of their employees whilst driving.

It has been estimated that up to a third of all traffic accidents involve somebody who is at work at the time of the accident. This may account for more than 20 fatalities and 250 serious injuries every week of the year. Managing work related road safety and reducing the number of road incidents should result in:

- Fewer working days lost to injury
- A reduction in vehicle repairs
- Fewer missed orders
- Reduced running costs

In order to achieve these benefits and reduce risks to their lowest possible level, employers must ensure that employees are able to recognise the hazards associated with driving.

### **Policy – Statement of Intent**

The aim of this policy is to ensure, so far as reasonably practicable, the health, safety and welfare of our employees and others affected by our undertaking in relation to driving at work and to comply with all relevant legislation including:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Road Traffic Act 1988
- Construction and Use Regulations 1986

### **Employer Responsibilities**

To ensure that driving at work is undertaken safely and that safe systems of work are clearly understood throughout the company we will:

- Appoint appropriately competent employees

- Identify all driving at work situations where there is a risk of injury especially where vulnerable road users are concerned
- Seek alternative to driving at work, wherever practicable
- Assess and where possible reduce unavoidable risks
- Ensure that employees are competent to drive and only operate assigned vehicles
- Provide employees with adequate information, instruction, supervision and training to enable them to perform their work safely
- Monitor driving to ensure it is performed safely
- Provide vehicles that are fit for purpose and ensure that they are adequately maintained
- Act upon any complaints made against the company or brought to our attention by external parties, especially enforcement agencies
- Ensure that adequate resources are made available to fulfil the requirements of this policy, and
- Review this policy at least annually or more frequently if significant changes occur, including the requirements of the applicable Fleet Operator Recognition Scheme (FORS) standards at the time of review

### **Procedure**

To Fulfil our responsibilities as outlined above we will:

- Identify all driving at work situations undertaken by our employees
- Minimise if possible, the requirement to drive at work by using alternative working methods
- Complete a detailed assessment of each driving at work requirement, if the risk cannot be avoided
- Develop safe systems of work
- Select vehicle drivers and operators according to their competence
- Provide employees with sufficient information, instruction and training on safe driving techniques to ensure their health and safety
- Ensure that vehicles and ancillary equipment are regularly maintained in accordance with manufactures instructions and statute regulations
- Ensure that appropriate health checks are made on the individuals performing the tasks and ensure that systems are in place for employees to bring to our attention any changes in their own medical conditions
- Check driving licences based on risk, at appropriate intervals and retain relevant records

- Periodically review accident records to identify any trends in road related accidents and ensure that serious injuries are appropriately reported

To fulfil their responsibilities, drivers will:

- Read and fully understand the contents of the management system and co-operate fully with company procedures
- Drive in accordance with the highway code at all times
- Report to management any condition that may affect their ability to drive in accordance with the DVLA medical guidelines
- Agree to have their driving licence checked either internally or by an external agency at a frequency determined by the company
- Report as soon as is practically possible to management any fines, offences or infringements incurred either whilst driving for the company or in a private vehicle as this may have a detrimental effect on the company fleet insurance policy.

Signed 

Rod Farncombe-Smith - Director

Dated 01-07-2020

## **In-Cab Communications Policy**

### **Purpose**

The purpose of this procedure is to ensure that management understand their responsibilities to drivers and that drivers do not break the law or increase road risk by using mobile phones or in- vehicle technology.

### **Scope**

This procedure applies to all management and drivers who have a responsibility for managing, controlling or driving vehicles.

### **Procedure**

The use of mobile phones and in-vehicle technology whilst driving, either hand-held or hands free creates a significant distraction, therefore it is Company procedure is to restrict all use of in-cab technology whilst in company vehicles.

#### Mobile phones

Using a mobile phone whilst driving is an offence that the Company will not tolerate, therefore, drivers must:

- Understand the dangers related to the use of mobile phones whilst driving
- Understand that the Company has no need for them to use mobile phones whilst driving
- Not use personal mobile phones whilst driving, either for making, receiving, texting, checking emails surfing the net, or listening to calls
- Exercise full control of the vehicle at all times whilst driving
- Not become distracted by a mobile phone
- Leave the phone where it can't be handled whilst driving

#### Drivers should:

- Understand that in extreme circumstances, 999 calls can be made as long as it is safe to do so;
- Set up a voicemail message, along the lines of: Hello, you've reached (insert name). I'm sorry I can't take your call just now. Please leave your name and a brief message and I'll return your call as soon as I can. Thank-you

Office staff must:

- Not call drivers and expect them to answer when driving;
- End a call if they suspect a driver is driving.

### **Satellite navigation systems and other data devices**

Used correctly satellite navigation devices can assist in finding destinations and reducing unwanted mileage and fuel use. However, the Company also see satellite navigation systems as a distraction and therefore the policy is to use them with caution. During the planning phase, drivers will be told their exact destinations. Used correctly satellite navigation systems can reduce risk, therefore the use of satellite navigation systems has been risk assessed and the following control measures for satellite navigation systems must be adhered to:

- Understand that satellite navigation systems can go wrong, if the road doesn't look right, don't go down it
- Journeys must be planned, do not rely solely on the satellite navigation system
- They must be positioned so as not to obstruct vision to the side and front
- Do not programme any device whilst driving
- They must be affixed so that they don't come loose and cause injury in the event of an incident
- Remember that as the driver you are still driving the vehicle, not the satellite navigation system
- Carry out all observations as normal
- Adhere to speed limits
- Always read road signs; there may be a temporary obstruction, limit in place
- Know your vehicle dimensions

*Remember - A well-used satellite navigation system will assist in minimizing risk and help prevent hesitation and the need for last minute actions. They can also assist in reducing unwanted mileage and fuel use. However, an incorrectly used system can cause distraction and increase the risk of causing an incident for which the driver will be liable.*

Signed



Rod Farncombe-Smith – Director

Dated 01-07-2020

# Fuel, Emissions and Air Quality Policy

## **Purpose**

The purpose aim of this policy is to ensure that fuel usage by the company is in line with our environmental objectives and as such our impact to the environment is monitored and managed.

## **Scope**

This procedure applies to the management and transport staff responsible for controlling vehicle operations. Mr Dominic Farncombe-Smith is the nominated Fuel and Emissions Champion.

## **Procedure**

To ensure that this procedure is clearly understood throughout the company we will:

- Implement an Anti-Idling Policy
- Provide training on advance planning and defensive driving techniques
- Use telematics information to analyse driving styles

## **Staff Must Always**

- Drive safely and responsibly with consideration to their fuel efficiency and usage
- Participate in the organisation's driver assessment and training programmes
- Discuss any driving problems or concerns they have to their line manager
- Report any driving accidents, or cautions, summons or convictions for driving offences, to their line manager
- Co-operate with management monitoring, reporting and investigation procedures

Signed 

Rod Farncombe-Smith – Director

Dated 01-07-2020