



# Driving for Work

## (managing the risks)

### Does this apply to me?

Yes - If your employees drive for work.

### So, what do I need to know?

Driving for work is a significant risk with 1 death for every 750,000 miles driven in the UK. Managing the risk of a road traffic accidents and having measures in place, should be part of your safety management.

### How do I prepare?

1. Decide which activities involve road risks, including the use of employees own vehicles and activities such as driving to purchase supplies, (there are usually no duties on employers for employees driving to and from work).
2. Include road risks in your Safety Policy Arrangements and be clear about rules e.g. using mobile phones.
3. Carry out a Risk Assessment and keep a record of it being briefed to employees.
4. Ensure drivers have a valid licence and if they use their own car, are insured for driving for work. Keep an eye on any new points they might accrue.
5. Provide equipment for emergencies and inclement weather.
6. Establish robust communications systems, such as proactive check-ins.
7. Look out for any medication drivers are taking and make arrangements for travelling to work events, being especially careful if they involve alcohol.
8. Finally watch your drivers' hours are not exceeding the limits or becoming dangerous or unhealthy.

### Where Can I Find Further Information?

1. The HSE Guidance document <http://www.hse.gov.uk/pubns/indg382.pdf>
2. The AA Kit List <https://www.theaa.com/driving-advice/seasonal/winter-checklist>
3. If you need a policy or risk assessment written or just advice on managing driving risks in your business, contact us on 0116 216 9224 or at [enquiry@greensconsultancy.co.uk](mailto:enquiry@greensconsultancy.co.uk)