

35. OCCUPATIONAL ROAD RISK

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35.2.1 Aim: To summarise arrangements for use of motor vehicles for business purposes, and some associated health and safety implications.

35.3.1 Introduction: The diverse nature of work undertaken by staff normally based on the Edinburgh bioQuarter campus occasionally dictates use of motor vehicles to travel to other locations, sometimes quite a long way distant from Edinburgh.

35.3.2 There are risks associated with driving over any distance at all, and these should be assessed in the same way as any other aspect of work.

35.3.3 The Royal Society for the Prevention of Accidents (RoSPA) has estimated that out of a total of approximately 3,500 road accident fatalities *per annum*, between 800 and 1,000 involve people who are at work at the time; this compares with about 350 other notifiable fatal accidents *per annum* connected with work, making work-related road accidents the biggest single safety issue for most employers.

35.4.1 Policy: All drivers must hold a full and current driving licence for the class of vehicle being driven, and all drivers must be over the age of 21.

35.4.2 All minibus drivers must be over 21, and must have held a clean current driving licence, at the appropriate category, for at least two years.

35.4.3 All drivers of vehicles with more than eight seats (excluding the driver) must hold a licence giving either Group A/B or Category B and D1 entitlement. After 1st January 1997, the latter entitlement is gained by passing the Department of Transport Category D1 Minibus Driving Test. If minibus driving entitlement has been held automatically prior to 1st January 1997, the driver must also be subject to an in-house minibus driving competence assessment.

35.4.4 All minibus drivers must also hold a *University of Edinburgh Authorisation to Drive a Minibus*, in addition to being registered to drive a University vehicle. Details of how to obtain the *Authorisation to Drive a Minibus* are available from the Health and Safety Department, and details of how to register to drive a University-owned or leased vehicle are available from the Transport Office at:

<http://www.transport.ed.ac.uk/PoliciesAndReports/index.shtm>

35.4.5 Drivers must not consume alcohol on the day on which any vehicle is being operated on University business, until driving is completed, nor on the night before an early morning departure. No alcoholic beverages may be consumed in passenger vehicles.

35.4.6 Smoking is not permitted in University vehicles.

35.4.7 Mobile telephones must not be used by a driver while their vehicle is in motion or even when idling at traffic lights *etc.* The vehicle should be pulled over to a safe location at the side of the road, preferably in a lay-by, and the parking brake applied, before using a mobile phone.

35.4.8 Drivers must comply with all aspects road traffic law, in respect of speed limits *etc.*

35.4.9 Under the Road Traffic Act, the driver may be prosecuted if the vehicle is driven on a public road in an unroadworthy condition.

35.4.10 Before taking responsibility for a vehicle, drivers should check that the vehicle is in a safe condition.

35.4.11 Users must keep records of fuel expenditure. Fuel and oil purchased for vehicles while on University business may only be reclaimed using an official Expenses Claim Form supported by receipts; petty cash must not be used. Social motoring/holiday motoring will not be reimbursed. Other aspects of finance relating to business use of vehicles are available from the University's Finance Department.

35.4.12 Before an individual decides to use their own vehicle for University business they must ensure that they are adequately insured for that purpose.

35.4.13 Full details of University policy relating to management of road vehicles is set out at:

<http://www.ed.ac.uk/schools-departments/transport/policies-plans-reports/policies>

35.5.1 Enterprise (Edinburgh) City Car Club: The pool car that was available for use on the Edinburgh bioQuarter campus was withdrawn in 2014, but use may now be made of the Enterprise (Edinburgh) City Car Club. A vehicle may be booked out by anyone who applies to become a corporate member of the Club. Full information and instructions are available at:

http://www.edinburgh.gov.uk/info/20016/roads_travel_and_parking/1403/enterprise_car_club

35.6.1 e-bikes: Those based within University buildings on the Edinburgh bioQuarter campus have access to two e-bikes, one each located at QMRI and CRM. These e-bikes are intended to be used in place of other less sustainable modes of transport for University business use.

35.6.2 Further information is available at:

<http://www.ed.ac.uk/news/staff/2015/ecycle-150415> and

<http://www.ed.ac.uk/schools-departments/transport/cycling/facilities/ecycle>

Steve McLean is the contact for the QMRI bike, and Mark Marsden is the contact for CRM bike, from whom training can be obtained and to whom applications for use should be submitted.

35.7.1 Managing Occupational Road Risk: In the context of road safety, where an employee makes an authorised journey by motor vehicle for work-related purposes, both the employer and employee have responsibilities.

35.7.2 For the employee, these apply regardless of whether he or she is using his or her own vehicle or one that is owned by the University.

35.7.3 Employers a legal duty to assess risks arising from work-based activities that may affect employees and members of the public.

35.7.4 Risk assessment related to occupational road risk should focus on:

- the journey;
- the vehicle; and
- the driver.

35.7.5 With regard to the journey, assessors should consider road types to be travelled, distances to be covered, time necessary and available to complete the journey safely (including allowance for breaks), likely traffic density, and whether the journey is likely to entail night driving or driving in poor weather conditions.

35.7.6 Vehicles, whether a pool car or the driver's own vehicle, should be properly maintained and suitable for the journey to be undertaken, have appropriate safety features, be capable of safely taking any load that may have to be carried, and the driver should be familiar with the vehicle and not become distracted by features such as mobile phones.

35.7.7 The driver's age, health and fitness, experience and competence will be relevant considerations too in the context of risk assessment, and consideration should also be given to any associated risk such as manual handling of loads to be transported in the vehicle. The potential for stress and fatigue associated with unusual work and challenging driving conditions must be taken into account in a comprehensive risk assessment.

35.7.8 Having assessed all of the factors that are relevant to a particular vehicle movement, the assessor should then identify remedial measures and put these in place.

35.7.9 Applying a hierarchy of controls to occupational road risk, the assessor should first ask whether a road journey is even necessary, or whether alternatives might be

feasible, such as sending material by courier, or using teleconferencing as an alternative to travelling by road to attend a meeting.

35.7.10 Only after being satisfied that there is no reasonable alternative to travelling should the risk assessor proceed to the next stage, but that should be to consider whether the journey might not be made instead by public transport such as rail or coach.

35.7.11 If travel by car proves unavoidable, consideration should be given to the time of day that the journey might best be planned, aiming to avoid congestion and delays, and employing the best route. Thought should also be given as to whether the journey can reasonably be completed in a single working day, or whether overnight accommodation may have to be arranged in order to properly rest the driver.

35.7.12 Before each journey, the driver should make a thorough visual inspection of the vehicle, and after completion of the task. Faults and defects should be remedied promptly and prior to the next use of the vehicle.

35.7.13 Where an employee, for any reason, will be using a vehicle other than one owned or administered by the University, the driver should nevertheless address those same general points relating to their personal fitness, and the legality and safety of the vehicle, and other factors related to the proposed journey, that are set out in the preceding paragraphs of this Section.

35.7.14 Drivers are required to be alert to changes in matters such as the Highway Code that may have implications for managing occupational road risk.

35.8.1 Further Information: Reference should be made to the definitive version of University of Edinburgh policy relating to occupational road risk management at:

<https://www.ed.ac.uk/health-safety/guidance/transport-travel-fieldwork>

35.8.2 A number of resources pertaining to management of occupational road risk have been made available by The Royal Society for the Prevention of Accidents

<https://www.rospa.com/road-safety>

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