
Report To:	Policy and Resources Committee	Date:	19 November 2024
Report By:	Head of Organisational Development, Policy & Communications	Report No:	PR/40/24/RB/MR
Contact Officer:	Morna Rae	Contact No:	01475 711160
Subject:	OD, Policy and Communications Policy Updates		

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2 The purpose of this report is to seek approval of the following updated policies:

- First Aid at Work Policy
- Workforce Transport Policy

1.3 As part of the wider work in developing a policy framework a number of policies were identified for review and update. This work has been undertaken on a phased basis.

2.0 RECOMMENDATIONS

2.1 The Committee is recommended to approve the policies.

Morna Rae
Head of Organisational Development, Policy and Communications

3.0 BACKGROUND AND CONTEXT

- 3.1 The *Review of Council Policy Framework* report to the 26 March 2024 Policy and Resources Committee included a review schedule for Organisational Development, Policy and Communications policies. Seven policies were agreed by the June 2024 Policy and Resources Committee, with a further three policies reviewed by the September 2024 meeting.
- 3.2 Two updated policies are provided in Appendices 2 and 3. Appendix 1 provides an overview of the key changes.

First Aid at Work Policy

- 3.3 The following changes have been made to the existing policy:
- Use of new policy template with related additional information added, and
 - Added emphasis on mental health provision
 - Reference to requirement to take account of Remote & Hybrid Working and associated work carried out in 2019

3.4 Workplace Transport Policy

The following changes have been made to the existing policy:

- Use of new policy template with related additional information added,
- Changes in officers
- Change to incorporate new Category B license holder provisions
- Updated forms, with links to where they can be accessed on internet and
- Council structure updates.

4.0 PROPOSALS

4.1 It is proposed that Committee approve the following updated policies:

- First Aid at Work Policy
- Workforce Transport Policy

Communication of the changes will be undertaken through the Health and Safety Committee, Trade Union Liaison Group, ICON post and website updates.

5.0 IMPLICATIONS

5.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO
Financial		X
Legal/Risk	X	
Human Resources		X
Strategic (Partnership Plan/Council Plan)	X	
Equalities, Fairer Scotland Duty & Children/Young People's Rights & Wellbeing	X	
Environmental & Sustainability		X

Data Protection		X
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5.2 Finance

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

5.3 Legal/Risk

There are risks in the failure to have updated and relevant policies.

5.4 Human Resources

There are no Human Resources implications in terms of posts.

5.5 Strategic

This report supports the delivery of the following outcomes within the Council Plan 2023-2028:

- High quality and innovative services are provided giving value for money
- Our employees are supported and developed

5.6 Equalities, Fairer Scotland Duty & Children/Young People

Equalities

This report has been considered under the Corporate Equalities Impact Assessment (EqIA) process with the following outcome:

X	<p>YES – Assessed as relevant and an EqIA is required and will be made available on the Council website:</p> <p>https://www.inverclyde.gov.uk/council-and-government/equality-impact-assessments</p>
	<p>NO – will be completed as required for specific topics.</p>

Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO – Assessed as not relevant under the Fairer Scotland Duty.

Children and Young People

Has a Children's Rights and Wellbeing Impact Assessment been carried out?

	YES – Assessed as relevant and a CRWIA is required.
X	NO – Assessed as not relevant as this report does not involve a new policy, function or strategy or recommends a substantive change to an existing policy, function or strategy which will have an impact on children's rights

6.0 CONSULTATION

6.1 None.

7.0 BACKGROUND PAPERS

7.1 None.

Overview of Policy Updates		
First Aid at Work Policy		
PAGE	TITLE	PROPOSED CHANGE
Throughout		Use of new policy template
5	Policy Content	Additional information added in relation to mental health
8	Policy Content	Additional information added in relation to mental health
5 + 8	Policy Content	Reference to remote/hybrid working
Workplace Transport Policy		
PAGE	TITLE	PROPOSED CHANGE
Throughout		Use of new policy template
Throughout		Updated to include changes in officers and Council structure changes
Throughout		All references regarding DVLA Form D796 have been replaced with DVLA Form D906.
9	Policy Content	Legislation change now permits Category B license holders to tow trailers up to 3500kg MAM (maximum authorised mass) within the towing limits of the vehicle.
App 5	Appendix	Updated Drivers declaration form
App 6	Appendix	DVLA form D796 has been replaced with DVLA Form D906

OD, HR & Comms

First Aid at Work Policy

Version 2.2

Produced by:
Health and Safety OD, HR & Comms

Inverclyde Council
Municipal Buildings
GREENOCK
PA15 1LX

September 2024



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DOCUMENT CONTROL

Document Responsibility		
Name	Title	Service
Health and Safety Team	Health and Safety Team Leader	OD, HR & Comms

Change History		
Version	Date	Comments
1.0	October 1998	Original
2.0	November 2016	Updated re first aid accreditation for training providers. AED information Updated First Aid Needs Assessment form.
2.1	November 2017	1 Year Review – no changes
2.2	September 2024	New policy template used Added emphasis on mental health provision

Distribution
CMT and Extended Management Team
Union Representatives

Policy Approval		
Action	Date	Communication
Policy and Resources Committee approval	Nov 24	Intranet and Council website
Policy Review		
Review Date	Person Responsible	Service
2029	Health and Safety Team Leader	OD, HR, Comms & Policy

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1 INTRODUCTION

1.1 Executive Summary

This policy supports the Council in providing a safe place of work, a safe environment and safe systems of work, including the provision and maintenance of plant so far as is reasonably practicable. This includes the need to minimise the risk arising from the use of vehicles in the workplace and, or as part of the work activity.

1.2 Background

The Health and Safety (First-Aid) Regulations 1981 require the Council to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

What is 'adequate and appropriate' will depend on the circumstances in the workplace. This includes whether trained first-aiders are needed, what should be included in a first-aid box and if a first-aid room is required. Services should carry out an assessment of first-aid needs to determine what to provide. This should also take account of the shift and rota patterns of first aiders to ensure that there is sufficient provision to account for hybrid working etc.

An analysis of first aid availability in Council establishments was carried out in September 2022 to look at the effects of hybrid/remote working, and subsequent work carried out with Services & Health & Safety team including; All Heads of Establishment or Building Lead Officers completing a first aid needs assessment for the building to identify the appropriate first aid cover for the building; Heads of Establishment or Building Lead Officers advertising for first aid volunteers in their establishment, and providing appropriate training.

1.3 Strategic Context

This policy supports the delivery of the following outcomes within the Council Plan 2023-2028:

- high quality and innovative services are provided giving value for money
- our employees are supported and developed

1.4 Links to legislation

The Council will comply with all aspects and provisions of the Health & Safety at Work etc. Act 1974; the Health and Safety (First Aid) Regulations 1981; and all other relevant statutory obligations.

1.5 Aims

The aim of this policy is to reduce the effects of injury or illness suffered at work, whether caused by the work itself or not. This means that sufficient first aid equipment, facilities and personnel will be available at all times, taking account of alternative work patterns, to:

- Summon an ambulance or other professional help.
- Give immediate assistance to casualties with both common injuries or illnesses and those likely to arise from specific hazards at work.

1.6 Links to Corporate Groups

This policy links to the work of the Health and Safety Committee.

2 SCOPE

- 2.1 This policy applies equally to all employees regardless of grade, experience or role within the organisation. The policy also applies to contracted staff as far as is reasonably practicable and to pupils, service users or members of the public who have access to Council premises.
- 2.2 The Regulations do not place a legal duty on employers such as the Council to make first-aid provision for non-employees such as the public or children in schools. However, the HSE strongly recommends that non-employees are included in an assessment of first-aid needs and that provision is made for them. As such services should ensure that any assessment of first aid needs includes provision for the public and children in schools.

3 POLICY

3.1 Policy Statement:

It is the policy of Inverclyde Council to take all reasonably practicable steps to safeguard the health, safety and welfare at work of all of its employees.

A high standard of health and safety performance is recognised as an integral part of the council's service delivery. Therefore, sufficient resources will be allocated to meet the requirements of the council's First Aid at Work Policy.

3.2 This standard will be achieved by:-

- The Council meeting its responsibilities to employees in a way that recognises that legal requirements are the minimum standard.
- Promoting and maintaining a positive health and safety culture which secures the commitment and participation of all employees. Inverclyde Council believes that this can best be achieved by partnership working in conjunction with trade union safety representatives. The "organisation" and "arrangements" sections of this policy make references to how this will be achieved in practice.
- The provision of adequate and appropriate equipment and facilities to enable first aid to be rendered to employees if they are injured or become ill at work.
- The appointment of an adequate number of first aiders/appointed person for rendering first aid to employees if they are injured or become ill at work, taking into account hybrid/remote working.
- The provision of training and specialist training if necessary to ensure that first aiders/appointed persons are suitable to render first aid.
- The provision of information to employees of the first aid arrangements in place at their place of work.
- To take into account employees mental health in the first aid needs assessment.
- Adopting a planned and systematic approach to the implementation of the Council's First Aid at Work Policy ensures that appropriate first aid treatment is available as and when required.

4 ROLES & RESPONSIBILITIES

In addition to the responsibilities laid out in the Corporate Health and Safety Policy the following responsibilities are specific to this Policy.

4.1 Chief Executive

The Chief Executive has overall responsibility for the maintenance and operation of this policy.

4.2 Directors

Directors have a collective and individual responsibility to employees in providing Health and Safety Leadership within Inverclyde council, they should ensure that their Directorate has:-

- as far as is practicable, the adequate provision of financial resources to meet the foreseeable expenditure pertaining to the provision of first aid.
- adequately trained first aiders that are able to discharge competently their responsibilities.

4.3 Heads of Service

Heads of Service will have a pivotal role in the effective implementation of the First Aid at Work Policy. They shall be responsible for ensuring:

- That this policy is implemented within those areas under their control or influence.
- That there is a system to monitor first aiders and appointed person qualifications and to ensure that they undergo retraining within the three year period.
- That where two or more services are located within a building to liaise with other Heads of Service to co-ordinate the first aid arrangements ensuring that the required number of first aiders have current qualifications.
- That adequate equipment or facilities are provided and maintained and
- That suitable notices are displayed informing employees of the arrangement for first aid provision.

4.4 Managers/Team Leaders/Supervisors

Any person who has a managerial/supervisory responsibility for other employees, whatever title they are given has the responsibility to ensure:

- that first aiders under go the required training and retraining within the three year period.
- that first aid equipment and facilities are checked and maintained.
- That suitable notices are displayed informing employees of the arrangements for first aid provision.
- OD, HR & Comms are informed of any designated First Aiders so that payment can be arranged.
- That a first aid risk assessment is carried out.

4.5 Employee Responsibilities

All employees have a responsibility to ensure that they are complying with the health and safety procedures and requirements appropriate to their job. To achieve this, in relation to this Policy, employees should:

- Where designated as a first aider or appointed person ensure that checks on equipment or facilities are checked and maintained.
- Inform their line manager immediately their First Aid certificate lapses or they no longer carry out first aid duties as a designated first aider.

4.6 Health and Safety Team Leader

The Council Health and Safety Team Leader shall ensure that the First Aid at Work Policy is monitored for effectiveness, is subject to regular review, and is revised when necessary. This shall be done in conjunction with Heads of Service and Trades Union safety representatives.

4.7 Corporate Health and Safety Committee

The Corporate Health and Safety Committee will perform a pivotal role in ensuring that this policy is implemented.

The safety committee will oversee monitoring of the effectiveness of the policy and other measures to reduce risks and promote workplace health and safety.

5 ARRANGEMENTS

These arrangements outline the Council's intentions regarding First Aid at Work.

5.1 Definitions

First Aid - Employees at work can suffer injuries or be taken ill. It doesn't matter whether the injury or illness is caused by the work they do or not, it is important to give them immediate attention and call an ambulance in serious cases. First aid at work covers the arrangements you should make to ensure this happens. It can save lives and prevent minor injuries becoming major ones.

Appointed Person - When the first-aid needs assessment indicates that a first-aider is unnecessary, the minimum requirement is to appoint a person to take charge of first-aid arrangements. The roles of this appointed person include looking after the first-aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover, within their role and competence, where a first-aider is absent due to unforeseen circumstances (annual leave does not count).

5.2 Allowances and Requalification

5.2.1 Allowances

The annual first aid allowances set out in the Conditions of Service will be paid to employees who are authorised by Services to act as first aiders and have completed the First Aid at Work course and/or suitable refresher course on a three yearly basis.

Where an employee's job role requires that they must hold a First Aid at Work Qualification or similar and this has been recognised within the Council's Job Evaluation Scheme there will be no additional first aid allowance paid.

Allowances will only be paid where a certificate containing the following minimum information is provided to HR:

- name of training organisation.
- name of qualification.
- name of individual.
- a validity period for three years from date of course completion.
- an indication that the certificate has been issued for the purposes of complying with the requirements of the Health and Safety (First-Aid) Regulations 1981.
- a statement that teaching was delivered in accordance with currently accepted first-aid practice.

5.2.2 Requalification

The first aid allowance will cease to be paid three years from the date of the previous certification or recertification certificate or if no certificate indicating requalification is received. Requalification should take place within one month of the expiry of the certificate otherwise the full First Aid at Work Course should be completed.

5.3 First Aid Needs Assessment

The provision of first aiders should not be based on numerical factors alone e.g. one first aider per 5 - 50 employees, instead it is essential that services examine the risks associated with the area of operation and identify measures which need to be taken to prevent or control these risks. Information gathered from the risk assessment can help services carry out their assessment of first-aid needs if preventive or control measures fail. Identifying the likely nature of an accident or injury will help the Service work out the type, quantity and location of first-aid equipment, and the facilities and personnel to provide.

There are layers of first aid provision, the first aid needs assessment will help determine the most appropriate level to enable the Council to comply with the Regulations. These levels are:

- Appointed Person (AP).
- Emergency First Aid at Work (EFAW).
- First Aid at Work (FAW).
- Additional training.
- Paediatric First Aid or Emergency Paediatric (Service dependant)

When carrying out an assessment of first aid needs the following should be considered by the service:

- The nature of the work and workplace hazard and risk.
- The nature of the workforce.
- The accident history of the service.
- How many people are likely to need first aid.
- The needs of any employees who are travelling, work remotely or are lone workers.
- Work patterns including remote and hybrid working .

- How the workforce is distributed.
- How remote places are from the emergency services.
- Employees working on shared or multi occupancy sites.
- Annual leave and other absences of first aiders and appointed persons
- First aid provision for non-employees.
- Employee mental health provision.

The Checklist at Appendix 1A can be used to assist in carrying out a first aid needs assessment. A worked example is included at Appendix 1B. The HSE's First Aid at Work Assessment Tool can also be used by Services to determine the type and number of first aiders required in the workplace

The assessment of needs should also take into account planned absences of first aiders, e.g. training courses, annual leave and flexible working arrangements or shift patterns,

The flow chart in Appendix 2 gives a general guide on how many first-aiders or appointed persons might be needed.

5.4 First Aid Provision for Non Employees

While the First Aid at Work Regulations do not require the Council to provide first aid at work for anyone other than their employees HSE guidance strongly recommends that employers include non-employees in their assessment of first aid needs. Account should also be taken of any special requirements and additional first aid training arranged where needed. For example training to cover:

- Pupils or Service Users with Additional Support Needs.
- Paediatric First Aid for Primary Schools and Nurseries.

5.5 Records

A record of first aid treatment should always be kept, this should include:

- Date, time and place of the incident.
- Name and job of the injured or ill person.
- Details of the injury/illness and what first aid was given.
- What happened to the person immediately afterwards (for example, went to work, went home, ambulance called etc).
- Name and signature of the first aider or person dealing with the incident.

Where the first aid is provided as a result of an accident or incident at work, as opposed to a medical issue, then the Council's policy on reporting accidents and incidents must be followed and the incident reported online via the Council's Internal Incident reporting link on Icon. Where necessary a RIDDOR report may also have to be made.

5.6 Recruitment and Selection of First Aiders

It will be necessary, from time to time, to recruit and appoint new first aiders, the employing department should consider:-

- Availability during the working day.
- The demands and nature of the first aid cover.

- The personal attributes required e.g. reliability, likely to remain calm in an emergency.
- Ability to deal with incidents.

Written records of the appointment and training of first aiders should be kept and a system put in place to ensure regular retraining of the first aiders and appointed persons.

5.7 First Aid Training

First aid training must be carried out by a competent training provider. Before any company is contracted to provide first aid training the following should be checked by the service:

- The qualifications of the trainers and assessors.
- What monitoring and quality assurance systems they have in place.
- The teaching standards of first aid practice.
- The syllabus content.
- Their certification.

There are two options for first aid training providers:

- a) Use of a training centre offering regulated qualifications. These are centres recognised by a regulated “awarding organisation”. Within Scotland this would be the SQA (Scottish Qualifications Authority). No further checks on competency are required for organisations offering regulated qualifications.
- b) If a training provider is not delivering regulated qualifications then a more detailed check is required to ensure that the organisation is competent to deliver the training. The Checklist at Appendix 3 can be used to evaluate the competence of any provider. This competence check must be carried out by the Service contracting the First Aid training.

5.8 First Aid Materials, Equipment and Facilities

5.8.1 First Aid materials

Each work site should have available a suitably stocked first aid container with sufficient first aid materials for the particular circumstances. There is **no mandatory list of items** to be included in a first aid container, as a guide a minimum stock of items could be:

- a leaflet giving general guidance on first aid (for example, HSE’s leaflet *Basic advice on first aid at work*).
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary).
- two sterile eye pads.
- two individually wrapped triangular bandages, preferably sterile.
- six safety pins.
- two large sterile individually wrapped unmedicated wound dressings.
- six medium-sized sterile individually wrapped unmedicated wound dressings.
- at least three pairs of disposable gloves.

This is only a suggested list and other items can be added to this as identified by the first aid needs assessment, examples may be foil blankets, moist wipes, sterile disposable tweezers etc.

Tablets or medicines should not be stored in the first aid containers, Services should follow their own internal policies and guidelines on the storage and administration of medicines.

Where there are mobile employees consideration should be given to issuing them with travelling first aid kits and/or ensuring that vehicles are stocked with a first aid kit especially where employees are involved in higher hazard activities.

Services must have in place a system for checking and restocking first aid kits on a regular basis as identified by the first aid needs assessment.

5.8.2 First Aid Rooms

First aid rooms are required where this has been identified as necessary within the first aid needs assessment. This will generally be where there are higher hazards or premises a distance from medical services. Where a First Aid room has been identified as necessary it should:

- be large enough to hold an examination/medical couch, with enough space at each side for people to work, a chair and any necessary additional equipment.
- have washable surfaces and adequate heating, ventilation and lighting.
- be kept clean, tidy, accessible and available for use at all times when employees are at work.
- be positioned as near as possible to a point of access for transport to hospital.
- display a notice on the door advising of the names, locations and, if appropriate, telephone extensions of first-aiders and how to contact them.

The type of equipment and facilities which could be included in a first aid room are:

- a sink with hot and cold running water.
- drinking water with disposable cups.
- soap and paper towels.
- a store for first-aid materials.
- foot-operated refuse containers, lined with disposable, yellow clinical waste bags or a container suitable for the safe disposal of clinical waste.
- an examination/medical couch with waterproof protection and clean pillows and blankets (a paper couch roll may be used that is changed between casualties).
- a chair.
- a telephone or other communication equipment.
- a record book for recording incidents attended by a first-aider or appointed person.

5.8.3 Automated External Defibrillators

We currently have AEDs in some school premises, these are intended for use by First Aiders in the event of someone experiencing cardiac arrest. The following guidance is to help individual Service areas and establishments determine whether or not it would be of benefit to install AEDs in any of their buildings, and also explains the other necessary commitments around their ongoing maintenance and use.

What is an AED?

An AED is a device which enables the general public to attempt to restart a heart after a cardiac arrest. They are designed to be simple to operate; the device has a computer

programme which reads the heart rhythm and only discharges (automatically) if it is correct to use a shock in that set of circumstances. They are available in a variety of community settings perceived to have the potential for high risk activities, settings or occupants/ visitors, and may be positive in terms of preventing avoidable deaths.

Should you install them in your facility?

The following information may help in considering whether this is a viable option for your location(s). At present there is no statutory legal requirement under law to provide a defibrillator. Purchase of an AED should be considered in the context of the risk of a member of staff, student or member of the public sustaining a cardiac arrest at any given facility balanced against the ease and speed of access to NHS emergency services, the cost of purchase, installation, and maintenance of AEDs, and of initial and ongoing training of staff to use the devices. The first aid needs assessment should be used as the basis on which to determine the need for AED's within any School, Council establishment or Service. This assessment should include the following factors:

- The frequency of cardiac arrest at the site; The Resuscitation Council guidelines indicate that if the frequency is 1 arrest every 2 years then evidence supports the use of AEDs.
- The likely time between call out and arrival of a paramedic unit. If this is greater than 5 minutes then AED's may be a relevant consideration.
- The time between collapse of a victim and the availability of the on-site AED. If this is going to be greater than the time for a paramedic to arrive, it is of little benefit installing an AED, or it might mean locating multiple AEDs within the facility. (For remote facilities, AEDs are clearly of greater benefit, but practicalities of installation/ manning/ maintenance may be more problematic)
- The overall risk of the various sites e.g gyms and leisure centres have a higher risk of experiencing a cardiac arrest
- The population being served. Where there is a high percentage of young people they have a lower risk of cardiac arrest. Also the age of the working population and their health profile should be considered in terms of the likelihood of cardiac arrest episodes. The age range and health issues for any visitors or members of the public on the premises should also be considered.

Other factors that will have to be considered in deciding on the use of AEDs include:

- Training. There will be a commitment to training both initially and ongoing. Any training must comply with the guidelines of the Resuscitation Council UK.
- Cost of AEDs. This will include the initial cost (about £1000 per unit) and the ongoing maintenance (calibration, servicing, batteries etc).
- Routine upkeep of the AEDs. They must be kept available, fully charged and with appropriately trained people available to administer treatment with them at all times.
- Selection of individuals trained in the use of AEDs and their distribution in the workplace
- Monitoring of the system.

5.9 Signage

First aid notices providing details of who the first aiders are and how to contact them should be displayed within the workplace; the number and location of notices will depend on the size and layout of the workplace, notices should be in prominent positions and accessible to all employees.

First aid containers should be green with a white cross, where the first aid container is not prominently displayed i.e. in a cupboard, a notice should be placed on the outside of a cupboard and if appropriate on the outside of the door the first aid container is located in.

Examples of first aid signage are included in Appendix 4.

6 INFORMATION AND TRAINING

6.1 Information

Inverclyde Council recognises the need to provide staff with relevant information on the provision of first aid to employees. Employee awareness will help with the implementation of this policy. Information on the first aid provision will be made available on the Council's Intranet System ICON, and on First Aid Notices. The information will be updated on a regular basis.

6.2 Training

The Council recognises that training of first aiders is important to ensure that all first aiders, or other relevant employees have the necessary skills to carry out the requirements of this policy. Information on First Aid Training organisations is available.

Emergency First Aid at Work – At this level employees are qualified to give emergency first aid to someone who is injured or becomes ill while at work.

Contents of an emergency first aid at work (EFAW) course:

Understand the role of the first-aider, including reference to: –

- the importance of preventing cross-infection.
- the need for recording incidents and actions.
- use of available equipment.
- assess the situation and circumstances in order to act safely, promptly and effectively in an emergency.
- administer first aid to a casualty who is unconscious (including seizure).
- administer cardiopulmonary resuscitation.
- administer first aid to a casualty who is choking.
- administer first aid to a casualty who is wounded and bleeding.
- administer first aid to a casualty who is suffering from shock.
- provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

First Aid at Work – At this level employees are qualified to EFAW level but can also apply to a range of specific injuries and illnesses.

Content of a first aid at work (FAW) course:

Should include all of the subject areas listed in the Emergency First Aid at Work Course and administer first aid to a casualty with: —

- injuries to bones, muscles and joints, including suspected spinal injuries.
- chest injuries.
- burns and scalds.
- eye injuries.
- sudden poisoning.
- anaphylactic shock.

- recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes).

Where the first aid needs assessment identifies that there is a need to provide specialist first aid to deal with specific situations i.e. dealing with a pupil or employee with a specific medical condition, or the use of a specific chemical or a workplace activity which require specific first aid treatment, this must be provided.

WORKFORCE TRANSPORT POLICY

Version No 5

Produced by:

Inverclyde Council
Municipal Buildings
GREENOCK
PA15 1LX

2024

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DOCUMENT CONTROL

Document Responsibility	
Title	Service
Health and Safety Adviser	OD, HR & Comms

Change History		
Version	Date	Comments
1	Nov 08	1 st Draft Issued for consultation
1	Dec 08	<p>Para 4.3.7 – Authorised “Drivers Card” added</p> <p>Para 4.4.1 and 4.5.1 – Requirement to complete “Drivers Declaration Form” added</p> <p>Para 5.1.8 – Insurance cover for work equipment amended</p> <p>Appendix 3 - Drivers code of conduct (Accident) amended to include “Insurer’s Motor Claim Form”</p> <p>Appendix 1 – documentation check amended to include drivers declaration form</p> <p>Appendix 3 - Drivers code of conduct (Accident) amended to include “Insurer’s Motor Claim Form”</p> <p>Appendix 5 – Copy of declaration form added</p> <p>Transport Services changed to Environmental and Public Protection (Transport Services)</p>
1	Aug 10	<p>Updated to reflect the current Council management structure.</p> <p>Updated to reflect requirement for policy to apply to all drivers.</p>
1	March 11	Updated to reflect the current Council management structure.
1	October 15	<p>Updated to include:</p> <ul style="list-style-type: none"> ○ Current council management structure and policy template. ○ Para 5.2, 5.3, 5.4, 6.4 - New driver CPC training and recording. ○ Para 5.5, 6.2 - New DVLA Driving Licence check process. ○ Para 5.4 - New Tax Disc system. ○ Para 5.5 - ill Health - notification to DVLA ○ Para 6.11 - Fleet Vehicle Tracking, Telematics. ○ Appendix 3 – Driver’s code of conduct ○ Appendix 4 – Driver’s Daily defect check record & defect report ○ Appendix 5 – Driver’s declaration

		<ul style="list-style-type: none"> ○ Appendix 6 – DVLA Driving entitlement consent form D906
5	Sept 2024	<p>Updated to include:</p> <ul style="list-style-type: none"> ○ Changes in officers ○ Legislation change now permits Category B license holders to tow trailers up to 3500kg MAM (maximum authorised mass) within the towing limits of the vehicle. ○ Appendix 5 -Updated Drivers declaration form ○ Appendix 6- DVLA form D796 has been replaced with DVLA Form D906 ○ All references regarding DVLA Form D796 have been replaced with DVLA Form D906. ○ All References to Environmental and Commercial Services have been replaced with Environmental & Public Protection.

Distribution
CMT and Extended Management Team
Union Representatives

Policy Approval			
Name	Action	Date	Communication
Workplace Transport Policy	Policy and Resources Committee approval	Nov 24	Intranet and Council website
Policy Review			
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2029	Health and Safety Team Leader		OD, HR, Comms & Policy

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1. INTRODUCTION

1.1 EXECUTIVE SUMMARY

This policy supports the Council in providing a safe place of work, a safe environment and safe systems of work, including the provision and maintenance of plant so far as is reasonably practicable. This includes the need to minimise the risk arising from the use of vehicles in the workplace and, or as part of the work activity.

1.2 BACKGROUND

It has been estimated that up to a third of vehicle accidents involve somebody who is at work at the time.

Some employers believe incorrectly that provided they comply with certain road traffic law requirements, e.g. company vehicles have a valid MOT certificate and that drivers hold a valid licence, this is enough to ensure the safety of their employees, and others, when they are in the workplace or on the road. However, health and safety law also applies both to the workplace and road work activities, and risks should be effectively managed within a health and safety management system.

Employees have the right to expect safe working conditions in relation to all aspects of their work and employers have a legal and ethical duty to take an active approach to managing workplace transport and occupational road risks. Organisations must do all that is reasonably practicable to ensure the health and safety of those persons when carrying out such tasks.

In addition to implementing systems to protect employees and other persons, organisations need to manage risks in order to control the significant losses which arise from “at – work” transport and road accidents. These include:

Direct accident costs (Vehicle Hire, Physical costs).	Lost employee time.
Higher insurance premiums.	Reputation.
Criminal prosecution.	

It is essential to ensure that these risks are managed in the same way as any other risk to the health safety and welfare of employees and other persons.

The true costs of work-related accidents are nearly always higher than just the costs of repairs and insurance claims. Some of the benefits to the Council regarding this issue are as follows:

1. It allows us to exercise better control over costs, such as wear and tear and fuel.
2. Minimises insurance premiums and legal costs and claims from employees and third parties.
3. Enables management to make informed decisions about matters such as driver training and vehicle purchase, site layout and assists in identifying where health and safety improvements can be made.

Case studies and research have shown that benefits from managing workplace transport and reducing vehicle collisions and injuries, include

Fewer days lost due to injury.	Reduced risk of work-related ill health.
Reduced stress and improved morale.	Less need for investigation and paperwork.
Less lost time due to work rescheduling.	Fewer vehicles off the road for repair.
Reduced running costs through better driving standards.	Fewer missed orders and business opportunities, so reduced risk of losing goodwill of customers.

1.3 STRATEGIC CONTEXT

This policy supports the delivery of the following outcomes within the Council Plan 2023-2028:

- High quality and innovative services are provided giving value for money
- Our employees are supported and developed

1.4 LINKS TO LEGISLATION

The Council has a general duty of care under section 2 of the Health and Safety at Work etc Act (HASWA) to provide a safe place of work, a safe environment and safe systems of work, the provision and maintenance of plant so far as is reasonably practicable. This includes the need to minimise the risk arising from the use of vehicles in the workplace and, or as part of the work activity. In addition, regulation 4, of the Provision and Use of Work Equipment Regulations (PUWER) requires us to assess the risks when selecting work equipment (vehicles) and any additional risk posed by the use of that equipment.

The Management of Health and Safety at Work Regulations requires that every employer shall make a suitable and sufficient assessment of the risks to employees and other persons health. This includes the risks associated with use of vehicles.

Other legislation which is applicable includes:

The **Motor Vehicles (Construction and Use) Regulations**. These outline the requirements in relation to the design, adaptations, maintenance, display of particulars, manufacturer's plates, suitable warning instruments, tyres etc.

The **Road Traffic Act** is also applicable and concerns itself with liability of vehicle owners, time for bringing evidence, parking of vehicles, road safety, reflectors and tail lights, unroadworthy vehicles, unsuitable vehicles, minimum age of drivers, power of police or local authority to take custody of removed vehicles etc.

The Council may be prosecuted under the Corporate Manslaughter and Corporate Culpable Homicide Act following work-related deaths due to their recklessness, where a safety failure has been particularly bad. Such cases will not be limited to fatal accidents in fixed workplaces, but will include cases of death on the road.

Driving as part of the job is the most dangerous work-related activity performed by most people in the UK.

1.5 AIM

This document provides guidance and outlines the arrangements to be implemented in an effort to ensure that such operations, which involve vehicles are minimised, so far as is

reasonably practicable to reduce the risk to employees and other persons. This will include selecting vehicles which are suitable for the work activity.

1.6 LINKS TO CORPORATE GROUPS

This policy links to the work of the Health and Safety Committee.

2.SCOPE

2.1 This policy applies equally to all employees regardless of grade, experience or role within the organisation. Specifically it applies to drivers driving Council Vehicles or drivers driving their own vehicles on Council business. It also applies to agency staff as far as is reasonably practicable and to any voluntary drivers using Council vehicles.

3.POLICY CONTENT

3.1 Policy statement:

- a. It is the policy of Inverclyde Council to take all reasonably practicable steps to safeguard the health, safety and welfare at work of all of its employees. The council will comply with all aspects and provisions of the Health & Safety at Work etc. Act 1974; the Management of Health & Safety at Work Regulations; and all other relevant statutory obligations. This includes the organisation and arrangements required to prevent or to minimise the potential for employees to be affected by our operations as a result of transport used in the course of council business. We will ensure to the best of our ability that all such vehicles are roadworthy, safe and comply with any relevant statutory provisions, appropriate for the type and class of vehicle used. A high standard of health and safety performance is recognised as an integral part of the council's service delivery. Therefore, sufficient resources will be allocated to meet the requirements of the council's Workplace Transport & Occupational Road Risk Policy.
- b. This standard will be achieved by:-
 - The Council meeting its responsibilities to employees in a way that recognises that legal requirements are the minimum standard.
 - Promoting and maintaining a positive health and safety culture which secures the commitment and participation of all employees. Inverclyde Council believes that this can best be achieved by partnership working in conjunction with trade union safety representatives. The "organisation" and "arrangements" sections of this policy make references to how this will be achieved in practice.
- c. Adopting a planned and systematic approach to the implementation of the council's Workplace Transport & Occupational Road Risk Policy to :-
 - Comply with UK Health & Safety Legislation
 - Comply with UK Road Traffic Act
 - Comply with Motor Vehicles (Construction & Use) Regulations
- d. This policy aims to provide guidance and information to Services to help them to manage the risk of workplace transport and occupational road risk.

3.2 Licence Requirements

Employees shall not be permitted to drive any Council owned vehicle or private vehicle for business purposes unless they are holders of a licence valid for the categories of vehicle which they are driving.

Note: A standard car licence (post 1997) does not permit the holder to drive a vehicle over 3.5 tonnes or a vehicle with more than 8 passenger seats. Legislation change now permits Category B license holders to tow trailers up to 3500kg MAM (maximum authorised mass) within the towing limits of the vehicle.

Environmental & Public Protection (Transport Services) can provide the necessary information on entitlements relating to older licences. (see useful contact numbers) Drivers are reminded that they must inform the DVLA of change of address.

3.3 Inspection of Licences (Council Vehicles)

Employees referred to above shall be required to produce their licence for the type of vehicle to ensure driver eligibility. In addition employees shall be required to complete the "DVLA Driving Entitlement Consent Form" (Appendix 6). The mandate once received is valid for a period of three years.

Environmental and Public Protection (Transport Services) shall inspect the licence details for all drivers authorised to drive council vehicles, record the categories/findings and maintain a database/register for reference.

Any anomalies, endorsements of penalty points discovered during Licence check may result in the following:

- Authority to drive council vehicles withdrawn or suspended
- Alteration to category/type of vehicle authorised to drive
- Disciplinary action

3.4 Drivers Risk Assessment

All drivers shall complete the annual "Driver Risk Assessment Stage 1 Form" (Appendix 1) and pass on to their line manager. Note: Applies to all council drivers, both employees and volunteers, who drive on council business.

- Insurance - employees who use their own private vehicle for council business shall ensure, that in addition to insurance cover for domestic, private and social use they have specific insurance cover for business purposes, and that it is clearly stated on the insurance certificate. Management/Supervisor shall inspect the document annually.

Note: Insurance held in the name of one partner or spouse may not cover either partners or spouses for business use unless this is specifically requested.

- MOT (VT20) Certificate - Drivers who use their vehicles in the course of council business shall ensure they are roadworthy. Where a vehicle is required to undergo an MOT test the driver shall produce a valid MOT certificate to their Line Manager/Supervisor for inspection annually.

Managers/supervisors shall check all the information supplied by their drivers and complete section 2 of the Stage 1 Drivers Risk Assessment (Appendix 1).

If the driver is "High" risk or drives a minibus or HGV they shall complete the Stage 2 Drivers Risk Assessment (Appendix 2).

3.5 LGV and PCV Licences/Medicals

Employees who require an LGV or PCV shall ensure that their licence remains valid and undertake appropriate statutory medicals as required by the DVLA. Medicals

can be carried out with the Council's Occupational Health Service which can be arranged through HR.

LGV/PCV drivers should hold a Driver Certificate of Professional Competence (CPC). It is considered best practice as part of Inverclyde Council's duty of care, it should also be considered a key part of a drivers personal development plan.

Driver CPC training must be obtained through Environmental and Public Protection (Transport Services).

3.6 Voluntary Drivers

Persons who drive on our behalf shall be subject to the same requirements as that outlined in paragraph 6.1.1, 6.1.2 and 6.1.3 (driver risk assessment).

Note: D1 exemptions **will not** be accepted for driving council vehicles. Drivers of minibuses having 9-16 passenger seats must hold a PCV licence category D1 or a category D licence to drive larger council buses.

3.7 Disqualifications and Endorsements

Employees shall be instructed to notify their Line Manager of any changes, penalties or disqualifications immediately. Departmental management shall investigate the matter in conjunction with Personnel, Insurance and Environmental and Public Protection (Transport Services) to assess if the person can continue to drive on our behalf (taking into account the circumstances and details provided), including any course of action to be followed in accordance with council policy. In addition, and on completion of any disqualification an assessment must also be made to determine whether or not the person can drive on our behalf.

Services will also implement these procedures for other persons (voluntary drivers) carrying out such activities on behalf of the council.

3.8 Vehicles

3.8.1 Purchasing Policy

We shall ensure that only those vehicles which comply with Motor Vehicles (Construction and Use) Regulations, Road Traffic Act and Speed Limiter Legislation are acquired to carry out our work activities. Information on these matters can be obtained from the Transport Section.

3.8.2 Hired or Leased

Where appropriate all hired or leased vehicles will comply with 6.2.1 above. Procedures will be implemented to ensure that Services consult with the Environmental and Public Protection (Transport Services) prior to hire or lease to ensure that vehicles are fit for purpose and comply with statutory requirements.

3.8.3 Operator's Licence Requirements

The Council is required to hold an 'O' licence as it operates vehicles over 3.5 tonnes. Therefore, procedures shall be put in place to ensure that an operational management system is in place and that all vehicles within our fleet are inspected, serviced and records kept. This duty extends, therefore to include those vehicles not themselves requiring an 'O' licence as well as those hired/leased in conjunction with our undertakings.

3.8.4 Drivers Hours and Tachographs (where applicable)

Drivers of "O" Licence and certain non "O" Licence Council vehicles have statutory requirements to keep records and comply with regulations applicable to driver's hours. These are as follows:

- Community Drivers Hours Regulation 3820/85.
- EEC Tachograph Regulations 3821/85.
- Road Transport (Working Time) Regulations.
- Domestic Hours Regulations.

The Council will instruct and implement arrangements for drivers where these regulations apply, including any required actions, records, etc to be maintained. Where appropriate employees will be instructed they must not interfere with, alter any of the components of any tachographs fitted to our vehicles. Any person found to have contravened this instruction may be subject to criminal prosecution for such an offence, which will also be regarded by the Council as misconduct and will be dealt with under the terms of our policy.

3.8.5 Defects, Repairs and Breakdowns

- a) Where appropriate defect log books shall be kept in vehicles/plant.
- b) Drivers shall be instructed to record any defects in the log book and to report these accordingly.
- c) Any defects which could affect vehicle safety shall be reported to the Line manager immediately who should contact Vehicle Maintenance.
- d) Only Environmental and Public Protection (Transport Services) are authorised to carry out repairs, or to instruct a third party to carry out repairs on Council vehicles.
- e) Employees will be instructed in the system of work to be followed in the event of a breakdown, including any emergency telephone numbers.

3.8.6 Accidents and Damage

- a) Employees shall be instructed in the Insurance Section procedures to be followed in the event of a vehicle accident/near miss, including reporting the incident to their immediate Line Manager. The Line Manager in conjunction with the employee will complete the Insurer's Motor Claim Form within 24 Hrs and forward to Environmental and Public Protection (Transport Services). A copy of this form must be submitted to the Council's Insurance Section by Transport when a vehicle is involved in a road traffic accident.
- b) Finance Service/Insurance Section be contacted for further advice. Copies of the Motor Claims forms can be obtained from Environmental and Public Protection (Transport Services).
- c) Minor damage to vehicles shall be recorded in the Defect Log Book. In the event major damage renders the vehicle unsafe it will be removed from service immediately.
- d) Where an employee involved in an accident suffers an injury the Council's Internal Accident Report Form shall also be completed and the matter investigated in accordance with Council H&S Policy.
- e) Any accident which results in an injury to a person shall be reported to the police as soon as possible and in any case no later than 24hrs after the incident.
- f) The police shall also be informed of all accidents resulting in damage to other vehicles, trailers or property, or in the case of a fatality or injury to an animal (other than a cat). Note: This need not be done if the third party is aware of the circumstances and all relevant information has been exchanged.
- g) Employees will be instructed that on notification of legal proceedings being actioned against them, they must report this immediately to their Line Manager. Where an employee receives any correspondence from an insurance company in relation to an accident this should be passed on to the Finance Service/Insurance Section.

- h) Employees driving private vehicles on our behalf and involved in a road traffic accident shall be instructed to complete the Council's Internal Accident Report Form.

3.8.7 Cleanliness and Materials

It is the drivers responsibility that vehicles shall be kept in a clean condition at all times, both inside and outside. Any equipment or materials being carried shall be properly stored and where appropriate vehicle separation partitions provided. This is to ensure that road safety, health and safety is not compromised and to present a good public image.

3.8.8 Legal Plates and Registration Plates

- a) Goods vehicles which require ministry plates (DTp) shall be displayed in the designated location within the driving cab at all times. Where trailers are used the plates will be found on the chassis. Drivers will be instructed to report any loss or damage as soon as possible to Environmental and Public Protection (Transport Services) and the person's Line Manager. Drivers are instructed that it is their responsibility to ensure that Plates are not tampered with or defaced.
- b) Registration number plates shall be free from damage, clearly visible at all times. Where it is necessary to use temporary plates they shall be of the approved design and appropriately displayed.
- c) No Smoking signs shall be displayed within the vehicle.
- d) Travelling height indicator signs (vehicles or trailer > 3 metres / 10 feet) will be displayed in the vehicle driving cab at all times. Drivers are instructed that it is their responsibility to ensure that Travelling height signs are not tampered with or defaced.

3.8.9 Maintenance

All vehicles used in the course of our business shall be maintained and serviced and inspected in accordance with any statutory requirement and manufacturer's instructions. These will be carried out in a planned/preventative manner. All such works shall be undertaken by Environmental and Public Protection (Transport Services), or where appropriate by a specialised/ authorised repairer.

3.8.10 Servicing Schedules

- a) Environmental and Public Protection (Transport Services) shall ensure that Services are provided with information in order that they can instruct drivers of any planned inspection date for their vehicle
- b) Department's shall ensure that vehicles are presented for inspection on the agreed date, unless prevented from doing so in the event of an emergency. In such an event Environmental and Public Protection (Transport Services) shall be advised accordingly.
- c) The vehicle defect Log Book shall be presented for inspection during servicing, including highlighting any defects that may require remedial or investigatory work.

3.8.11 Vehicle Fires

Services shall carry out a risk assessment to determine whether it is necessary to install fire extinguishers in Council vehicles (statutory requirement for buses). The assessment shall take into account, the type of vehicle, its use, materials carried and the location and routes of the vehicle. Employees who drive Council vehicles shall be trained in the procedures to be followed in the event of a fire, the use of fire the extinguishers (where it's safe to do so) and the method of summoning assistance from the emergency services.

3.8.12 Portable First – Aid Kits

Services shall carry out an assessment to determine whether a First-Aid box should be installed in Council vehicles. The assessment will take into account the hazards associated with work, whether the workplace is in an isolated or remote location, number of employees and the location of the nearest casualty department. Where equipment of this type is provided a person will be appointed to check and record that the contents are replenished. See Council First Aid Policy for further information and guidance.

3.9 Traffic Management Systems

3.9.1 The Workplace

Services shall ensure that each workplace is organised in such a way that pedestrians and vehicles can circulate in a safe manner. Traffic routes shall be suitable for the persons or vehicles using them and shall be suitably indicated where necessary for reasons of health or safety. Services shall implement arrangements for dealing with adverse weather conditions e.g. snow and ice. Services shall organise the traffic routes within the workplace in order to keep reversing to a minimum and where appropriate ensure that proper reversing procedures are followed by employees.

3.9.2 Design and Layout of Traffic Systems

Services should consider the following when designing new traffic systems or assessing existing traffic layout:

- a) Traffic routes will be planned to give the safest route between places where vehicles have to call.
- b) Routes shall be designed to ensure that they do not encroach on any vulnerable items, such as fuel storage tanks or any unprotected edge which vehicles can fall.
- c) One way traffic systems implemented where reasonably practicable.
- d) Provision of safe areas for loading and unloading of materials or goods.
- e) Ensure that access gates and entrances are wide enough to accommodate delivery vehicles.
- f) Implement speed limits, including where appropriate speed bumps.
- g) Install signs and road markings designed to comply with the Traffic Signs Regulations and General Directions and those set out in the Highway Code or Safety Signs Regulations.
- h) Give prominent warning of any height restrictions.
- i) Provide clearly marked parking areas.
- j) Where required provide a banksman to assist reversing.
- k) Install suitable and sufficient lighting.

3.9.3 Pedestrians

- a) Provide separate routes or pavements for pedestrians, to keep them away from vehicles.
- b) Install suitable barriers or guard rails at entrances to and exits from buildings (particularly educational establishments), and at the corners of buildings to prevent pedestrians walking straight onto roads.
- c) Where traffic routes are used by both pedestrians and vehicles they shall be wide enough to allow vehicles to pass pedestrians safely. Where it is not reasonably practicable to provide pavements, pedestrian walkways will be made highly visible by the use of segregation lines.
- d) Crossing points shall be suitably marked, signposted.
- e) Where it is not reasonably practicable to segregate pedestrians from vehicles at the end of the working or school day, then vehicles shall be prevented from using the routes at these times.

- f) Where appropriate vehicle and pedestrian doors shall be provided with windows.
- g) Where the public have access to our premises the traffic routes and pedestrian walkways shall be clearly marked and signposted.

3.9.4 Access for those with Disabilities

The Council shall ensure that 'reasonable adjustments' are made in the workplace and at any of our premises where the public require access to include the provision of parking facilities for those persons with disabilities. Parking bays shall be clearly marked and signed and positioned to allow ease of access. Where this is not reasonably practicable management will ensure that arrangements are in place to enable such persons to alight at the entrance to the building. If requested, assistance will be provided to enable that person to access the building safely. Where appropriate this should include the use of a "Buddy System".

3.9.5 Visiting Drivers/Deliveries

The Council will ensure that visiting drivers are informed through signage of the workplace layout, the route they need to take, delivery times (particularly educational premises) and relevant safe working practices e.g. for parking and unloading. We shall co-operate with visiting drivers in the event they require any special precautions or assistance with loading/unloading and reversing manoeuvres (kept to a minimum).

3.10 Substance Abuse

The Council recognises and accepts that a substance (medications, illegal drugs and alcohol) impairs judgement, making drivers over confident and more likely to risks. It slows reactions, impairs judgement of speed and distance and affects vision. Even a small amount of alcohol, well below the legal limit, seriously affects the ability to drive safely. Services shall ensure that employees who drive on our behalf are informed of the council's code of conduct on such matters and that they must not drive if their ability to do so safely is affected by substances. Doing so will implement the Council's Disciplinary Procedures.

Employees will be instructed to seek guidance from their medical practitioner regarding driving at work in the event they are being prescribed medication which may affect their capability to drive. It will be the responsibility of the person to inform their Line Manager immediately of any diagnosis.

Support and counselling is available for employees suffering from substance abuse which can be accessed through Human Resources/Occupational Health.

3.11 Vehicle Security

3.11.1 Drivers Responsibilities

Employees in charge of our vehicles shall be instructed that they are responsible for its security and contents whenever it is left unattended. The instructions will include the following:

- a) Parking brake shall be engaged.
- b) Ignition key shall be removed.
- c) Doors and windows to be closed and locked.
- d) Where fitted, anti- theft and tracker devices shall be activated.
- e) Ignition and door lock keys to be kept secure at all times.
- f) Equipment belonging to the Council, e.g. Laptops, projectors etc must be removed from the vehicle while unattended.

3.11.2 Vandalism and Theft

The employee in charge of the vehicle shall be instructed to implement the following in the event of vandalism or theft:

- a) Report any loss or damage to their Line Manager and when required to the Police. Environmental and Public Protection (Transport Services) shall be advised accordingly.
- b) Secure the vehicle and its contents. If the Police are involved, the vehicle should only be moved on completion of any investigation.
- c) An Incident Report (Motor Claim Form) shall be completed with exact details of the incident and forwarded to Environmental and Public Protection (Transport Services)) within 24hrs.

3.12 Vehicle Tracking System and Telematics

Fleet vehicles may be fitted with a tracking device and telematics systems.

3.12.1 Interference or Tampering with Tracking Equipment

Interference or tampering with the tracking equipment will be clearly identifiable both in the vehicle and/or by reports. The unit continues to record even when attempts have been made to deactivate the tracking unit and information will be accessed once the unit is reporting again. Deliberate attempts to disable the tracker unit or any of the components will be investigated in accordance with the Disciplinary Policy and Procedures as Gross Misconduct.

3.12.2 Telematic Systems

Fleet items may be fitted with telematic systems, such as on-board weighing systems, C.C.T.V. camera recording systems etc. The on-board weighing system should be used at all times to ensure no overloading incidents occur. The camera system shall be used to assist in monitoring all aspects of operational duties.

3.12.3 Generated Reports

Generated reports will include vehicle positioning, journey information, vehicle speeding, idling, fleet utilisation etc. Managers will have access to reports relating to the fleet items under their control to assist with the day to day management of these assets. Reports will also be generated and used by the Fleet Management section of Environmental and Public Protection to assist with the strategic management of the Council fleet.

3.12.4 Fleet Tracking

The fleet tracking and telematic systems will also be used to assist in the management of occupational road risk and workplace health and safety in support of lone working or in isolation and to reduce the risk of vehicle theft.

3.12.5 Use in Disciplinary Investigations

Reports or images may be used to assist in disciplinary investigations being conducted where information comes to the attention of managers or supervisors that there may have been misconduct on the part of an employee. The information gathered will be used in accordance with the Council's Disciplinary Policy and Procedures and where appropriate reports will be used as evidence in hearings.

3.12.6 Fleet Tracking & Telematics Training

Employees who are required to drive fleet items fitted with tracking and telematic systems will receive appropriate training if the equipment fitted requires driver interaction. Training and awareness on fleet tracking and telematic systems will form part of the Driver Assessment training thereby ensuring all new drivers of fleet items are fully aware of the systems. Awareness training will include both the technical and reporting aspects of the system.

4 ROLES AND RESPONSIBILITIES

In addition to the responsibilities laid out in the Corporate Health and Safety Policy the following responsibilities are specific to this Policy.

4.1 Directors

Directors have a collective and individual responsibility to employees in providing Health and safety Leadership within Inverclyde council, they should ensure that their Directorate has:-

- as far as is practicable, the adequate provision of financial resources to meet the foreseeable expenditure pertaining to the implementation of this Policy.
- ensured that managers are aware of their responsibilities and appropriately trained to discharge their duties correctly.

4.2 Heads of Service

Heads of Service will have a pivotal role in the effective implementation of the Workplace Transport and Occupational Road Risk Policy. They shall be responsible for ensuring:

- The promotion of a positive workplace transport safety culture by setting the standard and leading by example.
- They will each, ensure so far as is reasonably practicable, the safety of their employees and all other persons who may be affected by the work of the Service from harm caused by vehicle accidents in the workplace.
- That all employees driving licence is inspected at interview and where appropriate employees undergo a driver assessment by the designated officer of Environmental and Public Protection (Transport Services) to ascertain their skill levels.
- All managers/supervisors shall be instructed and trained, where appropriate in the contents of this policy and informed of any variation of use relating to hired or Council owned vehicles.
- Services must ensure that the regulations applicable to drivers hours are adhered to, including where appropriate the relevant procedures for the use of Tachograph
- Where appropriate services must have effective procedures in place for monitoring fuel consumption using information provided by Environmental and Public Protection (Transport Services).
- Services shall ensure that the following documents are readily available in all council vehicles at all times:

- Defect book (including hired vehicles).
- Daily Vehicle Inspection Sheet (Monthly).
- Services shall ensure that records of daily vehicle checks are kept, including the identification of defects and reporting of accidents.
- Special Licence Requirements for Large Goods Vehicle (LGV) and Passenger Carrying Vehicle (PCV)

Department management must ensure that only those drivers who hold the correct category of Licence are allowed to drive this type of vehicle.

The European Directive (2003/59/EC) requires the initial and continuous training of vocational driver's and it is referred to as a Driver CPC. The drivers CPC is a professional drivers qualification and is considered Best Practice as part of Inverclyde Council's duty of care, it should also be considered a key part of a drivers personal development plan.

From 10th September 2008 vocational PCV drivers must complete 35hrs of periodic training over a period of 5 years continuously, i.e. the first period ends and the second begins Sept 2013.

Drivers of passenger vehicles in categories D1, D1+E, D, D+E are included if they are within the scope of the regulations.

From 10th September 2009 vocational LGV drivers must complete 35hrs of periodic training over a period of 5 years continuously, i.e. the first period ends and the second begins Sept 2014.

Drivers of goods vehicles in categories C1, C1+E, C, C+E are included if they are within the scope of the regulations.

Services shall provide the resources to fund the Driver CPC as they see this training as a vocational requirement.

4.3 Managers/Team Leaders/Supervisors

Any person who has a managerial/supervisory responsibility for other employees, whatever title they are given has the responsibility to ensure:

- That the annual check of the relevant driving and vehicle documentation of all drivers under their control is performed and that records are kept.
 - Driver Risk Assessment Stage 1 (Appendix 1)
 - Driver Risk Assessment Stage 2 (Appendix 2)
- Supervisors shall confirm that:
 - The licence held by the employee is current and valid and allows them to drive the category of vehicle, including any vehicle hired or leased on

council business. Supervisor of “grey fleet” vehicles can check DVLA Licence check web page when provided with appropriate pass code from employee.

- Statutory documentation relating to the use of the vehicle(s) is current and valid e.g. MOT Test Certificate (VT 20) where appropriate) and in particular, the insurance certificate specifically includes the use for business.
- Council vehicles are made available for inspections and routine servicing in accordance with the schedule set out by Environmental and Public Protection (Transport Services). Any alteration to these schedules must be agreed to by Environmental and Public Protection (Transport Services).
- Any vehicle which is found to be defective or damaged which affects its road safety must be removed from service. If there is any doubt about the safety of the vehicle, Environmental and Public Protection (Transport Services) should be contacted and requested to carry out an inspection.
- Where a vehicle is hired / leased management must ensure that a physical check is carried out upon delivery and that any damage notified to the hire/lease company immediately for record purposes. A check should also be carried out before the vehicle is returned.
- That procedures are implemented to monitor driver’s hours along with the safekeeping of Tachograph records (where applicable). Where employees use council or private vehicles for business use it will be necessary to ensure that the Risk Assessment takes account of the cumulative daily driving hours, including any excessive journey time home that may put that person at risk.
Note: Domestic Driving Hours Guidelines state that “duty time” should not exceed 11 hours.
- That all drivers shall be instructed and trained, where appropriate in the contents of this policy and informed of any variation of use relating to hired or Council owned vehicles.
- That LGV/PCV drivers are provided with initial and continuous training. This is referred to as a Driver Certificate of Professional Competence (CPC). It is considered best practice as part of Inverclyde Council’s duty of care, it should also be considered a key part of a drivers personal development plan.
- That the following documents are readily available in all council vehicles at all times:
 - Defect book (including hired vehicles).

- Daily Vehicle Inspection Sheet (Monthly).
- That records of daily vehicle checks are kept, including the identification of defects and reporting of accidents.

4.4 Environmental and Public Protection (Transport Services)

Environmental and Public Protection (Transport Services) will support Services by outlining and providing information on the specification, design, maintenance, inspection, daily checks and disposal of vehicles/plant. They shall also be responsible for:

- Complying with the Council's standing orders regarding procurement and consider the Services specifications/ requirements to ensure 'Best Value' for Services and the Service Provider.
- Ensuring that all Council vehicles, including those which are hired have a current 'Road Fund licence'. They shall purchase licences and monitor licence expiry dates.
- Ensuring that all Council vehicles are registered for the purposes of arranging and identifying MOT test dates in line with statutory requirements.
- Maintaining records of tests and results for each vehicle and those on hire/lease from an external provider.
- Providing service schedules for all vehicles, including notifying Services of the arrangements and timescales to be met.
- Servicing all council vehicles which shall include any safety checks and manufacturers recommendations along with statutory thorough examinations, required under relevant statutory provisions (e.g. LOLER).
- Appointing an accredited officer for the purposes of assessing driver's competence regarding the category of vehicle for which they are authorised to drive.
- Selecting a JAUPT (Joint Approvals Unit for Periodic Training) approved provider for PCV/LGV Driver Certificate of Professional Competence (CPC) training.
- Providing suitable and sufficient information to drivers for the purposes of carrying out daily checks of the vehicle(s) they are authorised to drive.
- Maintenance of 'O' Licence - Statutory Requirements:
 - Competent persons shall be appointed to carry out work on council vehicles and that they are supervised and monitored under the

- control of a person holding a valid Certificate of Professional Competence.
- Roadworthiness of Vehicles – Council vehicles shall be maintained and serviced in accordance with manufacturers/statutory requirements and where any ancillary equipment is fitted shall be subject to the same standard of maintenance.
 - Tachographs (where applicable) -These shall be maintained, serviced and administered to ensure they are functional and calibrated at all times. Routine checks shall be carried out on their condition by management for the purposes of ensuring the seal is in good order.
 - Workmanship – Vehicle Inspections, random inspections of vehicles shall be carried out by management at frequent intervals to ensure that safe systems of work are implemented during repairs and the quality of workmanship is to a good standard.
 - Assisting Finance Services personnel with the investigation of insurance claims, collate any quotations, liaise with Services and process all appropriate paperwork.
 - External Hire Arrangements, all external hire of vehicles will be under the direct control of Environmental and Public Protection (Transport Services). This will ensure that any such vehicle meet with the user specifications or to an equivalent standard / fitment.
 - Such arrangements shall be made to meet the Department for Transport requirements, 'O' Licence obligations, whilst having consideration for the safe operation and ensuring best value is achieved.
 - A list of approved vehicle hire contractors shall be maintained and assessed and reviewed accordingly.
 - Fuel Supplies - an adequate provision of fuel supply for vehicles and associated plant shall be maintained.

4.5 Employee Responsibilities

All employees have a responsibility to ensure that they are complying with the health and safety procedures and requirements appropriate to their job. To achieve this, in relation to this Policy, Drivers shall:

- Be holders of a licence valid for the categories of vehicle in which they are required to drive. Employees must advise their Line Manager if they lose their licence, including “Large Goods Vehicles” or “Passenger Carrying Vehicle” group licence.
- Produce their driving licence for inspection when requested by the Council and sign the “DVLA Driving Entitlement Consent Form” (Appendix 6).
- When requested to do so by their line manager or Environmental and Public Protection (Transport Services), employees must sign the “Drivers Declaration Form” (Appendix 5).
- Complete the “Driver Risk Assessment Stage 1 Form” and pass on to their line manager. Note: Applies to all council drivers, both employees and volunteers, who drive on council business.
- Not drive if their ability to do so safely is affected by substances (alcohol, illegal drugs, medication). Drivers are instructed to seek guidance from their Medical practitioner regarding driving at work in the event they are being prescribed medication which may affect their capability to drive. It is their responsibility to inform their Line Manager immediately of any diagnosis that would affect their capability to drive.
 - Support and counselling is available for employees suffering from substance abuse which can be accessed through Human Resources/Occupational Health.
- Notify the DVLA and your supervisor if you have a driving licence and:
 - You develop a “notifiable” medical condition or disability
 - A condition or disability has got worse since you got your licence.

Notifiable conditions are anything that could affect your ability to drive safely.

They can include:

- Epilepsy
- Strokes
- Other neurological and mental health conditions
- Physical disabilities
- Visual impairments

You must surrender your licence to DVLA (<https://www.gov.uk/giving-up-your-driving-licence>) and notify your supervisor if your doctor tells you to stop driving because of your medical condition, or if you don't currently meet the required standards for driving. You can be fined up to £1,000 if you don't tell DVLA about a condition that might affect your ability to drive safely. You could also be prosecuted if you have an accident.

- Ensure that employees are not permitted to smoke in council vehicles at any time. In addition where an employee is using their own vehicle for business purposes and is carrying other employees/clients as passengers, they shall not smoke.
- Report any situation involving the Police to their Line Manager whether or not it leads to charges being made against them.
- Carry out daily checks of the vehicle(s) they are authorised to drive.
- Comply with statutory Road Transport Legislation and Highway Code.
- Ensure that the following documents are completed and readily available in their council vehicles at all times:
 - Defect book (including hired vehicles).
 - Daily Vehicle Inspection Sheet (Monthly).
- Know it is their responsibility for the loss or damage to personal property carried in our vehicles, and that any such instance may be covered by "Household Insurance". It is therefore the employee's responsibility to progress matters with their insurance provider.
- Store personal property in the boot or concealed from view where there is no boot if vehicle left unattended. The vehicle must be kept locked at all times.
- Only use Council vehicles to carry goods and/or passengers on permitted business. Permission shall only have been given when:
 - the journey is for official council business;
 - the employee is acting on the instruction of a Line Manger or other authorised person;
 - authorised passengers are carried in our vehicles;
 - employees are on duty, or travelling to and from work;
 - carrying out work for, or on behalf of the Council;
 - goods, tools, equipment and materials used on our behalf;
 - transported as part of a council service.
- Ensure that passengers and goods are carried safely and that where appropriate seat belts are worn and speed limits adhered to.

- Ensure that materials and tools shall not be carried or transported in the passenger carrying area of their vehicle.
- Transport passengers in seats designed and fitted as required by the Motor Vehicles (Construction and Use) Regulations.
- Not to use a hand held mobile phone when driving. Note: In addition the use of hands free equipment is also likely to distract the driver's attention from the road.

Drivers are permitted to operate two-way radios when fitted to Council owned or leased vehicles. However they should keep conversation to a minimum whilst using the two-way radio or microphone.

4.6 Health and Safety Team Leader

The Council Health and Safety Team Leader shall ensure that the Workplace Transport and Occupational Road Risk Policy is monitored for effectiveness, is subject to regular review, and is revised when necessary. They shall do so in conjunction with Heads of Service and Trades Union Safety Representatives.

4.7 Corporate Health and Safety Committee

The Corporate Health and Safety Committee will perform a pivotal role in ensuring that this policy is implemented.

The Committee will oversee monitoring of the effectiveness of the policy and other measures to reduce risks and promote workplace health and safety.

5 IMPLEMENTATION

5.1 Training

The Council recognises that training of managers and employees is important to ensure that all employees have the necessary skills to reduce, or if this is not possible control, the risks from Workplace Transport and Occupational Road Risk. The following training will be made available through the Corporate Training planner or if identified through the risk assessment process other specialist training can be made available. All training provided will include information about this Council policy.

- Occupational Road Risk
- Council Vehicle Driver Training/Assessment
- Traffic Management Systems
- Banksman Duties
- Fleet Tracking & Telematics

Services should ensure that all drivers are trained in any auxilliary equipment attached to their vehicle.

5.2 Communication of the Policy

The Council recognises the importance of communicating the policy to all employees. This policy will be communicated to staff via the Corporate Health and Safety Committee, the Council's team briefing system and a copy will be placed on the Council's Intranet system and external website.

6 RISK

6.1 Legislative Risk

This policy supports the Council to meet:

- the general duty of care under section 2 of the Health and Safety at Work etc Act (HASWA)
- Regulation 4 of the Provision and Use of Work Equipment Regulations (PUWER)
- The Management of Health and Safety at Work Regulations
- The Motor Vehicles (Construction and Use) Regulations
- The Road Traffic Act

7 EQUALITIES

7.1 Consultation and Engagement

Inverclyde Council recognises the importance of employee consultation and is committed to involving all employees in the development of policies and procedures. The following groups are formally consulted:

- Trade Union Representatives through the Corporate Health and Safety Committee.
- All Chief Officers.
- Employees via the Council Intranet.

7.2 Equality Impact Assessment

An Equalities Impact Assessment was carried out using the Council's Equalities Impact Assessment Template.

APPENDICES -

APPENDIX 1 : CORPORATE DRIVERS RISK ASSESSMENT STAGE 1

APPENDIX 2 : Corporate Driver Risk Assessment Stage 2

APPENDIX 3 : Driver's Code Of Conduct

APPENDIX 4 : Drivers Daily Defect Check Record and Defect Report

APPENDIX 5 : Drivers Declaration 2022

APPENDIX 6 : D906 Declaration Form

APPENDIX 7 : Contact Numbers & Resources

Link to appendix [icon • Workplace Transport](#)

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