

Title of Report:	Occupational Road Risk Policy	Item 9
Report to be considered by:	Executive	
Forward Plan Ref:	EX0785	

Corporate Plan Priority:	CP 5: Ensuring that the street environment is clean, well maintained, and safe.
<p>The proposals contained in this report will help to achieve the above Corporate Plan priority by: <i>Reducing the risk of Road Crashes amongst Council employees and delivering the message for local businesses to adopt and implement similar policies.</i></p>	

Purpose of Report: To advise the Executive of the developing Health and Safety initiative relating to the management of occupational road risk.

Recommended Action: That the Executive adopt Appendix 9 as West Berkshire Council's Policy for Safer Driving at Work.

Reason for decision to be taken: To adopt good practice and to provide an example to the business community in the District.

List of other options considered: No other option has been considered.

Key background documentation:

- Tomorrows Roads - Safer for Everyone
- West Berkshire Council's Draft Local Road Safety Strategy
- Driving at Work – Managing Work Related Road Safety

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Implications

- Policy:** This report introduces a new Health and Safety policy for the Council.
- Financial:** The production of Guidance Notes and the delivery of Management and Employee training can be undertaken within existing resources. There are, therefore, no financial implications in the current year. Costs will result from an audit in the 2005/06 financial year and at this time it is envisaged that the costs will be up to £2,000.
- Personnel:** Delivering an Occupational Road Risk Policy will require all staff to be aware of their responsibilities in the same way as with existing Health and Safety policies.
- Legal:** The Council has a Statutory Duty under the provisions of the Health and Safety at Work Act to adopt appropriate policies to protect staff whilst at work.
- Property:** There are no Property Issues associated with this report
- Risk Management:** This report relates directly with Risk Management and has been recommended to the Members through the Risk Management JCC.

Supporting Information

1. Background

- 1.1 At the end of 2003 the Government, through the Health and Safety Executive and in association with the Department for Transport, published Guidance titled 'Driving at Work - Managing Work Related Road Safety.' The document was published to highlight the legal responsibility of employers to implement Health and Safety in areas of Work related Road Safety. The document states that one in three casualties from road crashes were 'at work' at the time. It suggests that the most dangerous single thing that any individual can do whilst at work is to drive.
- 1.2 At the Risk Management JCC meeting on 1 April 2004 a draft Occupational Road Risk (ORR) Policy was tabled. The document had been prepared in response to the evolving guidance for employers and was circulated to the members of the JCC for consideration. The response of that meeting was to seek detailed consideration of the draft and, subject to any feedback, to recommend that the policy be adopted by the Council.

2. The Council's Approach

- 2.1 The Council has taken a positive approach to the issue of ORR as one strand to support delivery of PSA Target 7, which seeks to reduce road casualties on West Berkshire maintained roads in support of the Governments 2010 target. As indicated in 1.1 above, national statistics reflect that one in three road casualties were effectively 'at work' at the time. By employers taking a positive approach to the Health and Safety of their staff, when they are involved in driving or travelling as part of their work, it is envisaged that there will be significant casualty savings.

3. Implementing the Policy

- 3.1 Delivery of a working policy has to step beyond adoption of this document. The health and safety training offered to all staff will need to be reviewed and updated to reflect commitments to appropriate management and assessment of Occupational Road Risk issues. Where appropriate procedural changes are required these may need to be reported separately to ensure delivery of the policy.
- 3.2 Advice notes on individual, and management, responsibility will also need to be produced and issued to support delivery of the policy.
- 3.3 Once the policy has been in operation for a period there needs to be an audit of the Council's actions. The extent of the audit will need to be considered at some future date, the cost of which is included in the financial implications of this report.

4. Consultation:

- 4.1 The Risk Management JCC tabled the draft policy document at their meeting on 1 April 2004. Officers were invited to consider the implications of the policy and respond on any concerns. One response highlighted concerns about issues of un-prescribed drugs as well as the need to deliver the policy in a way that will support managers. In particular there was concern that, due to its length, the policy would be difficult to implement.
- 4.2 In order to address the concerns about the issue of drug related safety a policy is being developed which will subsequently be included in Appendix D of the policy document. The key policy document

must be subject to change and it is proposed that revised guidance and policy notes will be produced, subject to approval and agreement of the Risk Management JCC, or alternative forum. In terms of implementation this is addressed in section 3 above.

Appendices

Appendix 9 - West Berkshire Council Policy for Safer Driving at Work (Draft 4).

Consultation Responses

Local Stakeholders:	Risk Management JCC
Officers Consulted:	Richard Steed, Nick Carter, Mark Edwards, Mark Cole
Trade Union:	Rosemary Culmer