



# Admiral Scaffolding Group

## FLEET SAFETY POLICY

April 2016

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## 1. Introduction

### 1.1 Purpose

The purpose of this fleet safety policy is to prevent vehicle accidents and promote safe driving practices and environmental considerations among all Admiral Scaffolding Group employees, whilst maintaining Admiral Scaffolding Group property and equipment in proper operating condition.

### 1.2 Foreword

Recent researches have estimated that about one in three of the 3,400 annual deaths on United Kingdom roads may involve a vehicle being driven for work purposes. Therefore, the management of our fleet and drivers is as important as every other aspect of health and safety within Admiral Scaffolding Group. To show our commitment to safe driving, safe driving practices and safe vehicles, this Fleet Safety Policy has been formulated.

We require each and every Operative at Admiral Scaffolding Group to adopt the procedures laid out within this Policy. We recognise that our Company vehicles are a place of work and that health and safety legislation applies and that we have a duty of care to ensure the safety of anyone driving on our behalf.

The basic facts speak for themselves when we question why fleet safety is of paramount importance to us:

- Excessive speed contributes to 33% of deaths – the faster you go, the harder you hit
- 10 people a day die in vehicle accidents
- A pedestrian hit at 40mph stands an 85% chance of dying; while a pedestrian hit at up to 20mph stands a 5% chance of dying
- Tiredness contributes to up to 20% of crashes on motorways
- Drunk drivers contribute to 13% of deaths
- Illegal drugs may contribute to 17% of deaths
- 15% of lorries are mechanically dangerous, causing deaths

Source: Brake – Road Safety Week

Without the support of all Admiral Scaffolding Group Operatives, the commitment of the Directors and Senior Management cannot be carried forward to promote a safer working environment for both ourselves, and other road users.

This policy will be reviewed in April 2017 but Admiral will continually endeavour to improve our practices.

Signature of person responsible for policy:-



4th April 2016

Mr. Terry Withers  
Managing Director

Reviewed: April 2016

Date: April 2016

Next Review: April 2017

## **2. Procedures**

This section is divided into three areas, being:

- Fleet Safety Management;
- Driver Safety;
- Vehicle Safety.

As a minimum, Admiral Scaffolding Group requires all drivers to comply with the Highway Code as a minimum. In order to achieve this, all drivers must be familiar with the contents of the Highway Code. It is your responsibility to ensure you know the rules of the road. If you have any queries regarding this, contact your Line Manager prior to using any Company vehicle. All drivers are to adhere to the current statutory and governmental directions in place from time to time regarding their qualifications to be able to drive heavy good vehicles.

### **2.1 Fleet Safety Management**

Our Fleet Safety Manager (Mr J. Smith), will have the responsibility for implementing initiatives to improve the safety of Admiral Scaffolding Group Operatives while on the road. Through staff meetings and internal communications, regular consultation will be maintained with staff at all levels.

In order to maintain a safe fleet, the following procedure will be adopted.

### **2.2 Recording of Accidents and Incidents**

It is a standard requirement of employment with Admiral Scaffolding Group that information regarding all incidents, minor and serious, involving vehicles being driven on behalf of the company are recorded and submitted to the Fleet Safety Manager immediately by facsimile. It does not matter how small the damage may be or what you may consider the consequences to be. Minor damage may lead to a much more serious fault, placing your work colleagues, or your own life in danger. This includes scrapes on bumpers, dents in doors, punctures etc.

The Fleet Safety Manager needs to know which drivers and vehicles were involved in incidents, where they happened and why they happened. This information is vital to allow analysis for trends and patterns, so we are able to identify areas of risk and take appropriate action to improve fleet safety.

### **2.3 Reporting of Accidents and Incidents**

In the event of an accident/incident all operations must complete the company's prescribed Accident report which includes details of:

Any Injury to any Person (including passengers, pedestrians or other vehicle occupants)

1. Report to the Police Immediately
2. Obtain other Parties Name, Address, Insurance Company Details, Contact Telephone Number and Confirmation of who owns the vehicle Involved.
3. Provide Admiral Scaffolding Group Head Office Details to the Police and other party
4. Report accident to Admiral Scaffolding Group Head Office immediately by telephone as the Insurers may need to know

Any Damage to vehicle involving another party (non-injury)

1. Obtain other Parties Name, Address, Insurance Company Details, Contact Telephone Number and Confirmation of who owns the vehicle Involved.
2. Provide Admiral Scaffolding Group Head Office Details
3. Report accident to Admiral Scaffolding Group Fleet Safety Manager immediately by telephone as the Insurers may need to know

Damage to Admiral Scaffolding Group Vehicle Only

1. Report to Admiral Scaffolding Group Fleet Safety Manager immediately by telephone

On receipt of the completed Incident Report, the Fleet Safety Manager will make a decision as to whether the parties involved will be interviewed about the event and causes.

Information from Incident Reports, as well as conclusions drawn from liaising with staff, interviews etc. will be drawn together and provide useful data on incidents within Admiral Scaffolding Group, and may allow the identification of trends and patterns.

Our Incident Reporting Procedure will be regularly reviewed and through experience, allow the Company to ensure the most efficient system is in place to allow us to reduce incidents in the future.

Once we are comprehensively recording information about incidents involving Admiral Scaffolding Group vehicles, we can set targets in order to lower rates of incidents and accidents.

Altercations with other road users are to be avoided at all costs. Where necessary, the Police should be contacted. If any Driver is concerned for their safety following an accident or incident, they should contact the Police immediately and remain in their vehicle until their arrival.

In the event of a breakdown, the Head Office should be contacted. No attempt should be made to undertake makeshift repairs to the vehicle, or place oneself in danger of being struck by other road users.

## 2.4 Driver Safety

### **Tiredness**

Research suggests that being tired behind the wheel is just as dangerous as being drunk. Therefore we request all drivers to ensure that their safety and the safety of others comes before "making that one last pickup". Tips below detail how to prevent driver tiredness:

- *Recognise that the early hours of the morning and early afternoon are when you are most likely to feel tired. Only drive in the early hours if you are alert.*
- *Take a break every two hours of driving for at least fifteen minutes.*
- *Stop somewhere safe if you feel tired while driving (winding down the window and turning up the radio aren't as effective).*
- *Once stopped, try and drink some caffeine and try to snooze for ten minutes. Only drive on if you feel alert*
- *Report to your line manager if you drive regularly for the Company and suffer from a sleep disorder, or cannot get sleep due to factors at home.*

## Health

Health matters when driving, be it exhaustion from a baby at home, failing eyesight or being drunk from the night before. Consider not just physical health. Mental health is just as important as being sober, alert and able to see. A driver who is highly stressed may find their mind wandering and unable to concentrate sufficiently to drive in a safe manner. Admiral Scaffolding Group will not allow drivers with health problems that impair their driving to continue to drive without further examination.

## Alcohol and Drug Abuse

Admiral Scaffolding Group operates a strict “none for the road” policy. Just half a pint can affect a driver’s reaction. Any person identified as consuming alcohol either prior to or during the undertaking of driving duties will have their contact terminated.

As such, Admiral Scaffolding Group reserves the right to screen drivers for alcohol and drugs, and requests the full support and co-operation of all Operatives in this. Further advice is given below on safe procedures:

- *Drink sensibly or not at all the night before driving (it takes one hour to sober up for every half pint/measure of spirit/glass of wine).*
- *Never take illegal drugs.*
- *Never drive on medicinal drugs that may affect concentration or hand/eye co-ordination.*

## Stress

Work and home related stresses could reduce a drivers concentration levels, making them a danger to both themselves and others. Admiral Scaffolding Group actively encourages all Operatives to request a confidential meeting with their Line Manager or the Head Office HR Manager to discuss any issues, which may be of concern. Remember, even a change in lifestyle such as moving to a new house can cause a raise in stress levels.

## Eyesight

All drivers are required to read a number plate at 20.5 metres. If glasses are required to achieve this, then glasses must be worn at all times when driving. If this is not achievable, then the Company Insurance may be invalidated when you drive. All drivers are required to have a good field of vision and good night vision.

Every person who is required to drive as part of their duties for Admiral Scaffolding Group must undertake an eye test every two years or if they suspect they have a problem (whichever is sooner).

## Use of Mobile Telephones

Using a mobile telephone whilst driving, whether hand held or hands free, is distracting and increases the risk of a crash. Put mobile telephones on answer phone when driving to avoid

this distraction and retrieve messages when taking a break once every two hours. If it is important that a call is received, stop in a safe place to answer or return the call. Never stop on the hard shoulder of a motorway for this purpose.

### **Securing Loads**

Where possible, loads should be stored within the boot of the vehicle during the journey. If the vehicle does not possess such storage space, i.e. minibus, then the load should be fully secured to prevent any movement.

Material transfer on flat bed vehicles or other vehicles with exposed storage areas must be suitably covered and secured prior to the journey commencing. It is the Drivers responsibility to ensure adequate cover and protection is provided, and must not rely on others to check this.

As a rule the load must be contained from movement by 100% at the bulk head and 50% at the sides and rear. All loads must have suitable restraint in place at the rear to prevent the loads from falling. This can be completed with the use of a tubular frame and boards placed or the use of a tail gate if fitted.

Where loading out flat bed vehicles or vehicles where working at height is required (regardless of being over 2 metres), suitable protection against falls must be in place before loading or unloading materials occurs. The vehicle remains a workplace and therefore is subject to the Work at Height Regulations 2005 accordingly. Further guidance on the requirements and suitable protection can be sought from the Company Health and Safety Manager.

### **Security**

Where leaving the vehicle unattended, including refuelling, using parking meters and seeking site representatives/security, the keys of the vehicle must be removed and kept by the Driver. Under no circumstances must the vehicle be left with the keys whilst the Driver is not present.

### **Smoking**

The company's policy on smoking in the cabs of company vehicles is that no smoking is permitted within any company vehicle under any circumstances. Any person found smoking in a company vehicle will be subject to disciplinary action.

## **2.5 Vehicle Safety**

In order to maintain a safe fleet of vehicles, Admiral Scaffolding Group makes a commitment to its Operatives. In return, all Operatives are expected to make their own commitment in return.

### **Senior Management Commitment to our Operatives**

- *Admiral Scaffolding Group will endeavour, where costs permit, to supply modern vehicles with safety critical components and with crash protection features.*
- *Secondary features (such as reversing alarms, safety bars and extra mirrors) will be fitted where appropriate.*
- *Maintenance on our vehicles will be carried out by skilled mechanics that are employed by reputable garages. The choice will not be made solely on costs.*

- *Vehicles will be serviced in accordance to the manufacturer's recommendations and records of such will be maintained.*
- *Ensure all defects are immediately rectified.*

### **Operatives Commitment to Admiral Scaffolding Group**

- *Drivers will be required to check the vehicle prior to and on completion of use, on a daily basis.*
- *Drivers will report any defects in the vehicle or damage, which has not been identified in the vehicle logbook.*
- *Drivers will be honest with reporting of any damage, however minor, caused by themselves.*
- *All vehicles will be driven in a safe and courteous manner (any reports from other road users will be dealt with as a disciplinary matter).*
- *Drivers will report any deterioration in physical or mental health, eyesight, use of medicinal drugs or other issues that may affect their ability to drive in a safe manner.*

### **Parking**

All company are aware of the problems caused by poor or inconsiderate parking of company vehicles and will ensure that all drivers and foremen implement the company's guidelines relating to parking company vehicles.

To comply with this policy the following will be implemented:

- In restricted parking areas, authority to park will be gained from the local enforcing authority.
- Drivers will park where they do not present a risk to other users where practical.
- Drivers will park considerately where practical
- Where this is not practical warning triangles may be positioned and or traffic marshals posted to give warning to other road users.
- When vehicles are parked up the driver will switch off the engine as soon as possible as to save fuel, reduce emissions and reduce nuisance noise.

### **Loading/Unloading**

The company are aware of the significant risks involved in loading and unloading operations and will ensure that all drivers and foremen implement the company's procedures relating to the loading and unloading of vehicles.

To comply with this policy the following will be implemented:

- Drivers will always be responsible for the load once on the vehicle.
- When unloading/loading across public thoroughfares, areas will securely fenced or hazard taped off with visible signage displayed.
- Vehicles will be mechanically loaded/unloaded where practical.
- Lorry loaders will only be used by competent operators
- Scaffold equipment will not be stacked in areas of public movement
- Access to the vehicle bed will be only completed by the use of a ladder and fixed Guardrails are to be in place at all times

### **Driving**

The company are aware of the significant risks involved in driving operations and will ensure that all drivers and foremen implement the company's procedures relating to the safe driving of vehicles.

To comply with this policy the following will be implemented:

- Drivers are responsible for the manner in which their vehicles are driven on both public roads and private property.
- Drivers will be in possession of a relevant UK licence for the type of vehicle driven and have been assessed by the fleet manager on employment.
- Drivers will receive refresher training in safe driving on a 3 yearly basis to ensure skills are maintained

### **Breakdowns**

The company are aware of the significant risks involved in the event that a vehicle breaks down and will ensure that all drivers and foremen implement the company's procedures relating to the breakdown of vehicles.

To comply with this policy the following will be implemented:

- All vehicles will be subject to a pre start inspection by the driver.
- All vehicles will carry warning triangles and a driver's 1<sup>st</sup> aid kit.
- The safe procedure will be carried out in the event of a breakdown.
- Drivers will wear hi Vis jackets when out of the vehicle.
- Drivers will seek a place of safety outside the vehicle in the event of a breakdown.

### **Environmental**

#### **Carbon emissions**

The company are aware of the significant risks to the environment that vehicle transport can present and will ensure that all drivers and foremen implement the company's procedures relating to the control of environmental issues

To comply with this policy the following will be implemented:

- Ensuring the vehicle fleet are regularly serviced and maintained to ensure improved MPG and efficient operation.
- The use of fuel efficient vehicles that produce low CO<sub>2</sub> emissions
- The use of additives to exhaust systems that reduce carbon emissions
- Fuel efficient driving skills are attained by the drivers.

- **Vehicle Safety Checklist**

<b>Vehicle Safety Checklist</b>			
Check that vehicles are safe and suitable for the work for which they are being used.			
<b>Name</b>		<b>Signature</b>	
<b>Site Address</b>		<b>Date</b>	
<b>Item</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
1. Is the Service Book up to date?			
2. Are the windscreen wipers in working order, with adequate washing fluid in the tank?			
3. Are all mirrors in order and adjusted to provide all round visibility?			
4. Does the horn work?			
5. Do all lights work (including indicators, half and full beam, reversing and fog lamps)?			
6. Where an audible signal is fitted for reversing, does this work?			
7. Are all seat belts working, including in the rear and other seating areas (any signs of fraying in the belt should be reported)?			
8. Are there any exposed parts on the vehicle which may be dangerous to pedestrians (for example bumpers, towbars, exhaust pipes etc)?			
9. Has the pressure and wear of the tyres been checked?			
10. Are there any cracks in the windscreen?			
Where the answer to any of the above is YES, this needs to be reported to the Fleet Safety Manager as soon as possible, and prior to the use of the vehicle.			

**4. Vehicle Fleet Risk Assessment**

See fleet risk assessments

This policy will be reviewed in April 2017 but Admiral will continually endeavour to improve our practices.

Signature of person responsible for policy:-



4th April 2016

Mr. Terry Withers  
Managing Director

Date: April 2016

Reviewed: April 2016  
Next Review: April 2017

**FLEET RISK ASSESSMENT**

RISK ASSESSMENT		DATE OF ASSESSMENT: 04/04/2016	COMPLETED BY: M Davenport	
PERSON EXPOSED	Drivers, passengers, other road users and pedestrians.		Assessment No.	ADFRA-14
Hazard and associated risks	Risk Rating	Control Measures	Residual Risk	Monitoring and Guidance
<b>Distractions while driving e.g. mobile phones</b>  Risk of accident, damage or Loss	High	The use of mobile phones and hands free kits are prohibited in all company vehicles, Phones are to be switched off before commencing the journey. 'Switch off before you drive off'.	Low	Mandatory:- Seatbelts must be worn by all passengers in the vehicle.  You are required to notify the company of: <ul style="list-style-type: none"> <li>• Any accidents you are involved in</li> <li>• Penalty points you incur</li> <li>• Driving bans</li> </ul> These must be reported for all incidents even if they happen in your own vehicle outside or working hours.
<b>Excessive speed</b>  Risk of accident, damage, Loss and Penalties	High	Drivers must comply and adhere to highway code and road signage. Speeding tickets will be the responsibility of the driver.	Med	
<b>Driving under the influence,</b> Serious injury or Fatality	High	Drivers under the influence of alcohol or drugs are not to drive, disciplinary action will be taken for offenders.	Low	
<b>Incorrectly serviced vehicles,</b>  Serious injury or fatality	High	All vehicles owned by the company shall be scheduled for periodic servicing and maintenance work, ensuring that all statutory requirements for legal use of vehicles on the public highways are implemented and complied with. Only competent authorised personnel are to carry out servicing or maintenance work. Before embarking on a journey the user has a responsibility to ensure the vehicle is safe and in a roadworthy condition. Drivers will carryout daily check on their vehicles prior to use, and defects identified will be report to the transport manager either by phone or through the company defect report form. Vehicles are to be maintained in a clean condition.	Low	

**FLEET RISK ASSESSMENT**

<b>Long hours causing fatigue and tiredness</b>	High	Drivers are to be encouraged to take regular breaks, 15mins every 2hrs	Med
Severe injury or fatality Risk of accident, damage or Loss			

RISK ASSESSMENT		DATE OF ASSESSMENT: 04/04/2016		COMPLETED BY: M Davenport	
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Hazard and associated risks		Risk Rating	Control Measures	Residual Risk	Monitoring and Guidance
<b>Fire</b> Serious injury or fatality or loss		Med	Vehicles that are required to carry specialist or flammable materials e.g. paints, solvents gas bottles etc, will be provided with suitable fire provisions. Drivers will be trained in the basic use of fire extinguisher during the company induction,	Low	These will be monitored and maintained through the daily drivers inspection
<b>Overloading</b> , affecting manoeuvring and braking. Serious injury or fatality		Med	For vehicles loaded within the yard, the driver will receive a weight calculated load report for their vehicle from the transport manager prior to the use of vehicle The driver is responsible for all loads he drives and shall ensure the vehicle is not overloaded. All loads will be tied/strapped secured in such away to prevent loss	Low	
<b>Manoeuvring vehicles</b> (reversing). Serious injury or fatality		High	Where possible a banksman will guide and direct the vehicle. All mirrors should be positioned and maintained in such away to provide clear visibility at all times Speed to be kept to a minimum while carrying a reversing operations Extra care is to be taken during reversing manoeuvres ensuring mirrors are used and horn if required.	Med	

### FLEET RISK ASSESSMENT

				This will be monitored by the transport manager on an annual basis
<b>Other motorists/road users</b>	Med	Consideration and respect of other road users must be maintained at all times. Road rage is not acceptable. Any complaints received will be treated under disciplinary rules.	Low	
<b>Driver licence issues</b>  Illegal driving	Med	All Drivers will undergo the company driver's induction and will be issued with a driver's handbook before receiving company vehicle. New drivers may be required to prove their driving skills. All driver licences will be checked against the DVLA record prior to receiving a company vehicle and on an annual basis.	Low	

RISK ASSESSMENT		DATE OF ASSESSMENT: 04/04/2016		COMPLETED BY: M Davenport	
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<b>Other motorists/road users</b>	Med	Consideration and respect of other road users must be maintained at all times. Road rage is not acceptable. Any complaints received will be treated under disciplinary rules.	Low	
<b>Driver licence issues</b> Illegal driving	Med	All Drivers will undergo the company driver's induction and will be issued with a driver's handbook before receiving company vehicle. New drivers may be required to prove their driving skills. All driver licences will be checked against the DVLA record prior to receiving a company vehicle and on an annual basis.	Low	

**FLEET RISK ASSESSMENT**

<b>Assessor(s) name:</b>	Mark Davenport SHEQ Manager	<b>Assessor(s) Signature:</b>		<b>Date:</b>	04/04/2016
The Transport Manager should sign below to show that the assessment is a correct and reasonable reflection of the hazards and of the control measures and actions required.					
<b>Transport Managers name:</b>	Adrian Withers Transport Manager	<b>Line Managers Signature:</b>		<b>Date:</b>	04/04/2016