

02 October 2025

Dear Applicant

**Our Ref: FOI 919**

Your request for information received on 5<sup>th</sup> September 2025 has been handled under the Freedom of Information Act 2000 (FOIA).

You requested the following **information regarding maintenance staff based at or managed from the NIHE Coleraine depot** covering the time period **from 1st September 2023 to 31st August 2025**.

**Request:**

1) *The total number of recorded instances where a member of the on-call maintenance staff began a regular day shift with less than the statutory 11 hours of uninterrupted rest following the conclusion of an out-of-hours emergency call-out.*

Housing Executive Direct has established procedures in place to ensure compliance with statutory rest requirements. Our procedures have been discussed with trade union colleagues and are implemented across all of the Housing Executive Direct teams. The majority of out of hours call outs are early in the evening, facilitating 11 hours uninterrupted rest. We have a clear procedure in place for situations where 11 hours rest is interrupted. In these circumstances individuals are aware of the opportunity to avail of compensatory rest before resuming work. Individuals are required to notify their supervisor if they wish to avail of time off to facilitate rest before the next working day begins. This allows for uninterrupted rest and enables supervisors and schedulers to adjust morning work plans accordingly.

With respect to recording these instances, Time recording and call-out arrangements are currently recorded via a manual, paper-based system. This means that the information within the scope of your request is not readily available, and it will not be possible to make this available to you without exceeding the 'appropriate limit' as defined by the FOI Act.

To identify relevant instances Housing Executive Direct Management would need to manually review approximately 340 individual job records and cross reference these with three different computer systems over the requested period.

It is estimated that this would require at least 56 hours of staff time, attracting an overall cost of £1,400 to provide the information. Section 12 of the Act makes provision for public authorities to refuse requests for information where it is estimated that the cost of dealing with them would exceed the appropriate limit, which for the Housing Executive is set at £450. This represents the cost of one or more individuals spending 18 hours collectively in determining whether the Housing Executive holds the information, locating, retrieving and extracting it.

The Housing Executive may be able to provide some information in the scope of your request if you reduce or narrow the scope of your request and be more specific about the information required so that it might bring it under the cost limit.

**2) Vehicle Accident Data:**

*a) The total number of vehicle accidents involving staff from this depot.*

A total of six vehicle incidents were reported via an incident report between 01/09/2023 and 31/08/2025.

*b) Of those accidents, the number that involved a driver who had responded to an out-of-hours emergency call-out within the 24-hour period preceding the accident.*

One incident involved a driver who had their last After-Hours Callout at 18.50 the day previous.

**3) Current copies of all official policies, procedures, and/or risk assessments**

*a) On-call working arrangements and statutory rest periods*

- (i) Health and Safety at Work Policy Attached which is the Housing Executive's statement of intent in relation to Health and Safety including referring to our statutory obligations under Health and Safety legislation
- (ii) Driving at work policy attached
- (iii) Risk assessment GENDr01 v2 – Driving for work operational owned fleet attached (this incorporates working time requirements)

The Housing Executive also has a new policy on call working arrangements (including statutory rest) which is awaiting implementation following other related consultations.

*b) Driver fatigue management for on-call staff*

Risk assessment GENDr01 v2 – Driving for work operational owned fleet attached.

Some staff names have been redacted in accordance with FOI Act Section 40(2) as this is considered to be personal Information of a third party and disclosure would contravene data protection principle (a) in Article 5 of the UK GDPR.

This concludes our response.

# Housing Executive

## General Health & Safety Policy

DOCUMENT CONTROL SUMMARY	
<b>Policy Number</b>	HSS/002
<b>Author/s</b>	[REDACTED], Health & Safety Manager
<b>Ownership</b>	Health and Safety Services Policy applies to all those working for NIHE
<b>Approval by &amp; Date</b>	6 June 2024 Resources & Performance Committee
<b>Operational Date</b>	6 June 2024
<b>Review Date</b>	6 June 2027
<b>Version Control</b>	Version 2.0
<b>Replaces</b>	General Health & Safety Policy Version 1 (2019)
<b>Explanation for Review</b>	3 Yearly Review
<b>Links to other NIHE Policies</b>	All other NIHE Health & Safety Services and Building Safety Policies
<p>Please note this document can be made available on request in alternative formats including:</p> <ul style="list-style-type: none"><li>• Large Print</li><li>• Audio</li><li>• Braille</li><li>• Other languages</li><li>• DAISY (Digital Accessible Information System)</li></ul> <p>By contacting [REDACTED]</p>	



# Chief Executive's Health & Safety Policy Statement

Health and safety is an organisational priority and with the support of the Board and Directors I am fully committed to ensuring that we comply with our legal obligations as an employer, landlord and client. We will do this through active leadership, open reporting and communication and by ensuring that health & safety is considered an integral part of our systems and culture in the Northern Ireland Housing Executive (NIHE).

This Policy Statement reflects my approach and commitment to attaining organisational health, safety and welfare excellence whilst protecting the environment through safety plans and initiatives based upon continuous improvement. My objectives are to:

- Protect and promote the health, safety & welfare of all colleagues, contractors, clients, tenants and visitors;
- Meet in full the requirements of all applicable legislation relating to compliance, health & safety and protecting the environment.
- Establish a positive, proactive culture by embedding the management of health & safety throughout the organisation. We will do this by securing cooperation between our colleagues, contractors, internal and external stakeholders and in partnership with Trade Unions ensuring effective consultation takes place consistently.

The effective management of health & safety involves everyone working in the NIHE. Active participation and promotion of health and safety clearly contributes to our organisational success and is therefore a key priority placed upon myself, my Directors, line managers, colleagues and contractors. As an Executive Team, we will ensure that appropriate arrangements are implemented to ensure that the NIHE meets statutory requirements and establish these as the minimum standard by ensuring effective management of health & safety through a process of proactive, continual improvement and striving to implement best practice.

In order to implement and to maintain the effective management of health, safety and welfare and achieve my objectives a General Health & Safety Policy and

As Chief Executive of the Northern Ireland Housing Executive I am ultimately responsible for ensuring the health, safety and welfare of all colleagues, contractors, clients, tenants, visitors and other persons who may be affected by the Housing Executive's work activities.

supporting Health & Safety policies and procedures on specific legislation have been developed and made available to everyone throughout the organisation on the Compliance Health and Safety dedicated page on Gateway.

These policies and procedures detail the responsibilities of specific roles and the arrangements in place to ensure effective implementation of the relevant policy supported by more detailed procedures and processes.

It is a functional responsibility of Directors and line managers to provide effective, visible leadership, and ensure that our policies and procedures for health, safety and welfare are fully implemented and adhered to within their area of operational responsibility. Everyone working at NIHE should be empowered to take action to minimise health & safety risks and should raise any issues of concern with their line manager as soon as possible.

I undertake to ensure that adequate resources, including the provision of information, training, instruction and supervision, continue to be made available to ensure the competence of all of our people to fulfil their role and responsibilities.

We will engage with and actively monitor our contractors to ensure that their health & safety capability, competence and performance fulfil our expectations.

All colleagues, contractors, and visitors to our premises or properties under our control have a legal responsibility to co-operate with the implementation of the General Health & Safety Policy, specific policies and procedures, where relevant. Employees have a legal duty to themselves, their colleagues and those they come into contact with, to ensure that their acts and omissions do not adversely affect others.

Chief Executive  
Dated: 21 December 2023

**Housing  
Executive**

## 1. Introduction

### 1.1 Background

The Chief Executive's Health and Safety Policy statement is the Northern Ireland Housing Executive's (NIHE) statement of intent in relation to Health and Safety. It recognises that the NIHE has statutory obligations under Health and Safety legislation. To deliver on the commitments of the Chief Executive's Policy statement the NIHE will actively and positively promote the adoption of best practice and embed a positive, proactive Health & Safety culture of continuous improvement. This General Health and Safety policy is supplemented by a range of specific [Health & Safety Policies](#) which provide details on how that area is managed to ensure compliance.

### 1.2 Objectives

1. To encourage and facilitate co-operation between Management/Trade Union Representatives and staff. This will be formally achieved through the Corporate Health & Safety Committee, Building Safety Committee and the Senior Management Health & Safety Committee representing the interests of both management and the Trade Unions in addressing issues affecting health and safety in the NIHE.
2. To clearly define roles and Health & Safety responsibilities for all line management and staff. Allowing Divisions/Departments to fulfil their Health & Safety responsibilities within their respective areas of operational responsibility. Including safety of tenants and members of the public impacted by NIHE's undertaking.
3. The development, implementation and review of Health & Safety Services and Building Safety Policies in consultation with Health & Safety Trade Union Representatives which are easily accessible to all line managers and staff.
4. The development and delivery of Health & Safety training for all levels of NIHE staff, as appropriate, to ensure that they are competent to undertake their Health & Safety roles and responsibilities.
5. To ensure arrangements for the reporting and investigation of incidents associated with our work activities and property tenures and to share learning to prevent further similar occurrences.

6. Undertaking Health & Safety Inspections followed up by appropriate Corrective Action Plans being implemented to address any areas of non-compliance with statutory requirements.
7. The provision of information, guidance and advice including targeting with promotional materials produced for staff, tenants, and contractors.
8. To proactively promote workplace health, safety, and welfare, by demonstrating management commitment to the Plan, Do, Check Act model.

## **2. Scope of the Policy**

This policy is applicable to all NIHE line managers, staff, and agency staff.

Contractors employed by NIHE are expected to co-operate with NIHE as the employer in respect of all arrangements implemented in meeting statutory requirements.

## **3. Roles and Responsibilities**

Whilst overall responsibility for Health & Safety rests with the Chief Executive, all Northern Ireland Housing Executive Board Members and NIHE staff at all levels have specific Health & Safety responsibilities, as detailed within this policy.

### **The Board**

Chair of the Board and Board Members are responsible for:

1. Demonstrating leadership and commitment to Health and Safety, by ensuring this is a Board level agenda item.
2. Ensuring Senior Management have put a robust Governance and Assurance framework in place around Health & Safety.
3. Undertaking appropriate reviews of the Housing Executive's management processes, policies, and performance reports with respect to significant health & safety matters.

### **Chief Executive**

The Chief Executive has overall responsibility for Health & Safety within NIHE, to include arranging for and maintaining the effective planning, organisation, control, monitoring, and review of preventive and protective measures. This will be achieved through effective communication systems and

management structures. Assurance is provided through Health & Safety Services reports and the Senior Management Health & Safety Committee.

### **Director – Corporate Services**

The Director of Corporate Services is appointed as the lead Director for Health & Safety and is responsible for ensuring the allocation of appropriate and sufficient resources to enable the delivery and monitoring of the effective implementation of this policy. The Director of Corporate Services chairs the Senior Management Health and Safety Committee.

### **All Directors**

All Directors, Assistant Directors, Heads of Service and Senior Managers are responsible for ensuring that the General Health and Safety Policy is fully implemented and monitored within their area of operational responsibility by cascading this down through their management structure. As senior leaders they are responsible for promoting a Health & Safety culture, by demonstrating management commitment to continuous improvement and providing visible leadership.

### **Assistant Director Health & Safety Services**

The Assistant Director Health & Safety Services is responsible for all aspects of NIHE's Health & Safety management system, including specifically:

1. Promoting continuous improvement in Health & Safety across the NIHE, to develop a positive and proactive Health & Safety culture.
2. Ensuring the Health & Safety functions have adequate resources to fulfil their roles and responsibilities.
3. To provide advice and guidance to the Executive Team (ET) and the Board on all relevant Health & Safety issues.
4. To Chair the quarterly Corporate Health and Safety Committee meeting and arrange the Senior Management Health & Safety Committee Meetings.

### **Assistant Director Human Resources**

The Assistant Director of Human Resources is responsible for ensuring:

1. That an appropriate health surveillance regime is implemented, including maintenance of appropriate records, to meet statutory requirements and protect employees' health and wellbeing, to make suitable arrangements for the provision of Health Surveillance as detailed in Appendix 1.

2. That pre-employment health screening is completed for all successful candidates, subsequent occupational health referrals are arranged where required and follow up actions are taken as appropriate.
3. The appointment of suitable and sufficient qualified resources, i.e. Occupational Health Advisors (OHAs) or specialist Consultants to undertake Health Surveillance.
4. Promotion of staff health and well-being through educational and promotional initiatives and services.

#### **Health and Safety Services are responsible for:**

1. Acting as source of competent advice providing support and guidance on Health and Safety Matters to the organisation as required under Regulation 7 of The Management of Health & Safety at Work Regulations (Northern Ireland)
2. Development, review and monitoring of a comprehensive suite of Health & Safety Policies; Policies can be found at [Health & Safety Policies](#)
3. Designing, delivering and regularly reviewing the content of internal training to ensure it remains relevant for NIHE activities and meets the need of the organisation. Details of internal training are found at [H&S Training Flyer](#) and [Health and Safety - Huddle](#). Where training cannot be delivered internally the team will identify and specify appropriate external training for staff. Information on external training courses can be found at [Health and Safety - External Training Guidance](#)
4. Promoting Health and Safety throughout the NIHE through the communication of information and advice. Formats used include articles, bulletins, videos, and newsletters.
5. Investigating and/or assisting line managers/Departments to investigate incidents and concerns associated with NIHE work activities in all property tenures, as required by the NIHE Incident Reporting and Investigation Policy. Where necessary liaise with the relevant line manager to cease any work activities that pose serious and imminent danger.
6. Undertaking appropriate Health & Safety Inspections of all NIHE workplaces to identify and address any areas of non-conformance with the relevant statutory requirements.
7. Identifying requirements for Occupational exposure monitoring in conjunction with line managers based on the specific requirements of COSH, Noise and Vibration Policies and associated risk assessment reviews. Occupational Exposure Monitoring will be delivered through an external provider.

8. Providing advice, assistance, and guidance to line managers in undertaking and reviewing Risk Assessments (RA) and Safe Systems of Work. Involvement may be required after incidents, due to change in legislation, because of Health Surveillance or findings of Occupational Exposure Monitoring
9. Liaison with Statutory Agencies and Trade Union Representatives in relation to inspections, incidents, complaints, and queries.

### **Line Managers including Senior Managers**

Line Managers are responsible for

1. Establishing and maintaining a positive culture towards Health & Safety by promoting the benefits amongst their workforce and by demonstrating management commitment and providing visible leadership.
2. Ensuring sufficient resources are available to permit their staff to comply with the NIHE Health and Safety policies statutory requirements, associated guidance, and best practice.
3. Conducting Risk Assessments for all tasks, activities and processes and informing staff and contractors under their control of the hazards **and** appropriate control measures.
4. Developing, communicating, maintaining, and monitoring written Safe Systems of Work (SSoW) regarding safe working methods for all tasks, activities, and processes.
5. Ensuring that clear and precise Health & Safety instructions are given to those under their control and communicate any changes to control measures or processes regarding themselves and others.
6. Consulting and engaging with relevant Health & Safety Trade union representatives to ensure that the interests and concerns of staff are considered in relation to Health & Safety matters.
7. Ensuring compliance with Health and Safety policies relevant to their area of business e.g. Lone Working, Personal Protective Equipment and Provision and Use of Work Equipment
8. Reporting, Recording, and investigating all incidents within their respective areas, in line with the NIHE Incident Reporting and Investigation Policy

9. Undertaking a Training Needs Analysis and ensuring that all persons have received an adequate level of health & safety information, training, instruction, and supervision including ensuring attendance at mandatory training.
10. Ensuring staff, visitors and contractors are subject to an adequate level of supervision appropriate to their level of competence and the nature of the task or activity being undertaken; Particular attention is required for young persons in the workplace.
11. Promoting relevant safety communications to staff through team briefings or meetings
12. Monitoring housekeeping in the work area under their control ensuring that it always remains clean and tidy and documenting quarterly workplace inspections, of areas under their control.
13. Maintaining a suitable and sufficient level of emergency response in line with the risks posed by the operation under their control e.g. spill response, first aid response and fire response.

#### **Duties in relation to NIHE Properties and Corporate Estate**

Facilities which fall under NIHE Management can be classified into 4 broad categories.

- Domestic Tenant Properties (houses and apartments)
- Commercial Tenant Properties (leased by retail shops and other businesses)
- Tenant accommodation with managing presence, e.g. Caretaker/Concierge or 3<sup>rd</sup> party managed such as Tower Blocks and Hostels
- Corporate buildings for NIHE staff DLO Depots and Offices (owned and leased)

The table below show duty holders for the various building categories.

## NIHE Health and Safety Duty Holders for Property categories

	Housing Services	Asset Management	Corporate Services (F&A)	Premises Officers	Occupying Departments
Tenant Properties	✓	✓			
Commercial Property	✓	✓			
Tenant accommodation with managing presence	✓	✓			
Corporate Buildings		✓	✓	✓	✓

Asset Management (Building Safety) are responsible for ensuring building safety and statutory compliance across **all properties**. This typically includes Mechanical and Electrical Services (heating, plumbing, ventilation, Lifts, lighting, and power supply), Asbestos, Legionella and Fire Safety (including Evacuation Chairs).

Housing Services are responsible for the general building fabric maintenance for commercial and residential stock.

In addition to ensuring the Corporate Estate (Buildings used for NIHE offices or DLO operations) is safe and compliant, F&A are also responsible for General Building Fabric maintenance and provision of a post inspection service for M&E works. This involves the F&A team verifying that works are completed to the required standard. Kitchen appliances and white goods are maintained reactively.

## **Assistant Director Facilities and Accommodation**

The management of the Corporate Estate falls under the remit of the Assistant Director for Facilities and Accommodation (F&A). The F&A Department is responsible for ensuring the estate is safe, secure, and readily available for all staff. In addition, it also ensures the many organisational accommodation services are provided as and when required. The role of the Department includes:

1. Managing the provision of soft services such as Cleaning, Waste removal, Window cleaning, Car Parking, Furniture Supply and Security. Ensuring buildings are maintained, safe and secure for staff to occupy.
2. Ensuring building condition surveys are undertaken in all premises on an annual basis.
3. For high-risk activities within buildings ensure that all work is carried out in compliance with relevant legislative requirements.
4. Ensure all necessary health and safety documentation including risk assessments and method statements have been received from appointed contractors undertaking work within each office building and retained on site by Technical Facilities Officers and/or Premises Officers.
5. Ensure a quarterly formal documented health and safety inspection regime is in place and proactively implemented for all Offices and actions resulting from these are reported on at quarterly Facilities Management and Corporate H&S Committee meetings.

## **Premises Officers/ DLO Depot Managers**

The Premises Officer, and their nominated deputy, are responsible for ensuring that:

1. There are arrangements for day-to-day monitoring of the building to ensure that any safety concerns can be addressed or reported to the relevant department. E.g. CSU, Facilities, Building Safety or Health and Safety Services.
2. There is adequate provision made for fire safety management, including Fire Marshals and Fire Wardens, checking and signing off Fire Logbook on a monthly basis.
3. There is adequate First Aid provision made, including First Aiders / persons trained in Emergency First Aid / use of defibrillators as appropriate.
4. There is provision for any other duty relevant to managing the premises e.g. Flushing of under used water outlets, emergency access for out of hours incidents, Building Security.

5. Completion of the quarterly Premises Inspection and submission of a report to Facilities [Quarterly Workplace Inspection Proforma Form - Huddle](#)
6. There are arrangements for managing contractors attending site. Local Hazards, providing Access to Plant rooms, briefing staff on planned maintenance etc.

The NIHE Premises Officer Checklist has been developed to assist Premises officers in this role.

### **Asset Management – Building Safety Department**

The Assistant Director, Building Safety is responsible for:

Ensuring compliance with current statutory obligations, best practice guidance and organisational policy on Fire safety, Asbestos, Legionella, Gas Safety, Electrical Safety, Lifting Equipment and High-Risk Building Safety.

Building Safety Policies can be found at [Building Safety - Huddle](#)

1. Ensuring that Building Safety related risk assessments, inspections, thorough examinations, servicing and maintenance, surveys, reviews, and audits are completed for relevant property tenures, property, and equipment, to ensure compliance with statutory requirements.
2. To ensure that Building Safety related training is delivered by competent persons.
3. Liaison with the relevant Health & Safety Committees, line managers staff, statutory agencies, NIHE's insurers and legal advisors in respect of compliance matters as necessary,
4. Conducting incident investigations into Building Safety related incidents.

### **Regional/Area/Senior Project Managers, Project Managers, Maintenance Officers, and Contract Managers and any other staff involved in managing construction contractors**

Where these staff have a role in managing construction contractors or instructing contractors they must ensure they are aware of duties as outlined in the [Health and Safety In Construction Policy](#)

NIHE staff can have roles as Client, Designer, Principal Designer, and Contractor under the Construction Design and Management regulations.

## All Staff

All staff, including agency staff with the support of their Line Management are responsible for taking reasonable care of their own and others Health, Safety and Welfare, including specifically:

1. Co-operating fully with the NIHE, in respect of complying with all Health & Safety Policies and procedures
2. Attending relevant Health and Safety training courses identified for their role.
3. Only using vehicles, plant, machinery, equipment or substances or safety devices in accordance with training and instruction received.
4. Notifying their line manager of any incident associated with their work activities (whether or not an injury has occurred)
5. Notifying their line manager and others potentially affected of any situation, which they consider representing any serious and/or immediate danger to health and safety.
6. Notifying their line manager where an individual has relevant health, safety and welfare issues of which they become aware, including medical conditions which may impact upon their and others safety and wellbeing. E.g. Heart condition, Musculoskeletal conditions. This will be used to inform the risk assessment in accordance with the relevant legislation/organisational Policy.
7. Adhering to all control measures and Safe Systems of Work (SSoW) that are applicable to their work activities and in accordance with training, instructions and supervision provided.
8. Notifying anyone who may be affected by their work of any potential hazards, i.e. the public (special attention must be given to children, young persons and vulnerable persons), other employees and contractors.
9. Not bringing to work any personal equipment. i.e. including tools, radios, personal stereos, kettles, etc. unless authorised to do so by their line manager.
10. Familiarise themselves with the escape routes, evacuation procedures and emergency procedures and first aiders provision on the site. Refer to the Fire Safety Management Policy for details of Wardens/Marshalls.

11. Ensuring that working areas are maintained in a clean and tidy condition and assisting the maintenance of a good standard of hygiene and housekeeping within their workplace.
12. Not indulging in horseplay or other activities, which could endanger the safety of themselves or others; and not wilfully misusing, damaging, tampering with equipment or PPE.

## **5. Implementation of the Policy**

### **Arrangements**

This General Health & Safety Policy is supplemented by specific Health & Safety Policies containing the detailed arrangements covering each of the key areas of Health & Safety Management. These are available on [Health and Safety - Huddle](#)

The latest version of the General Health & Safety Policy will be maintained on the Health & Safety Services section of Huddle and the Chief Executive's Policy statement displayed on Health & Safety Notice Boards. Revised versions will be forward to Premises Officers to refresh the relevant noticeboards.

Premises Officers will maintain noticeboards with the following Health & Safety information:

- I. HSENI Law Poster (include details of local Safety Representative)
- II. Certificate of Employers Liability Insurance
- III. Fire Action Notice; Fire Wardens/Marshalls
- IV. First Aid Signage; First-Aiders

Details of how to contact the Health & Safety Services Team – can be found at [Health and Safety - Huddle](#)

### **Monitoring and review of Health & Safety Management**

NIHE's Health & Safety Policies will be subject to continual ongoing review and will be revised as and when required, with any such revisions being brought to the attention of all members of staff as appropriate.

The effective implementation of the Health & Safety Management system, and Health & Safety Performance, will be monitored and reviewed using appropriate KPI's. The Health & Safety Services Department will undertake Health & Safety Inspections and Audits of NIHE Departments and Services and provide written Audit Reports to the relevant Directors and line managers, in line with annual work plans.

## **Resources**

Responsibility for staff training requirements, equipment, completion of Risk Assessments and Safe Systems of Work and other resources associated with implementation of this Policy are detailed in the responsibilities section.

## **Dissemination / Circulation**

This policy is required to be implemented by all Divisions within NIHE. The latest version of the Policy is available from Huddle. All staff, managers and Departments with specific responsibilities are required to comply with this Policy as detailed. The Policy requirements should be brought the attention of all relevant staff.

## **Performance Monitoring**

It is the responsibility of the line manager to monitor compliance with this policy. The Health & Safety Services Department will perform a pivotal role in ensuring that the Policy is implemented and will oversee monitoring of the specific requirements of the Policy.

## **Auditing Compliance**

Audits of compliance with the Policy, associated procedures and processes may also be undertaken by Health and Safety Services, Internal Audit and Department for Communities.

This Policy will be reviewed every 3 years and new versions issued following any amendment, updating or revision as appropriate.

## **6. Evidence Base/References**

Liaison with Assistant Director Health & Safety Services, Assistant Managers Health & Safety, Health & Safety Teams, Building Safety Team, Corporate Health & Safety Committee Members, Senior Management Health & Safety Committee Members, Equality Unit Manager, Rural Housing, Data Protection and Legal Services.

The following Documentation was reviewed:

- I. Health & Safety at Work Order (Northern Ireland) 1978
- II. The Management of Health and Safety at Work Regulations (Northern Ireland) 2000
- III. Health & Safety Guidance on Health & Safety Management HSG65
- IV. ISO 45001 Occupational Health and Safety Management System (OHSMS)

The following online guidance was also used:

The Health & Safety Executive and Health & Safety Executive NI websites.

## **7. Consultation Process**

It is a legal requirement to consult with the staff, managers and trade unions on the purpose, objectives and responsibilities within the Policy. The Policy was devised in collaboration with the NIHE Senior Management and Corporate Health & Safety Committees, and other stakeholders. Staff and their trade union representatives were consulted during the development and introduction of this policy.

## **8. Appendices**

Appendix 1 - Health Surveillance

## **9. Signatures**



Health & Safety Manager

Karen Cunningham

Assistant Director, Health & Safety Services

David Moore

Director of Corporate Services

## Appendix 1 - Health Surveillance Arrangements

Type of Health Surveillance	<b>Examples &amp; Who might be harmed</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Amended to reflect the surveillance being undertaken by  OHRD </div>
Audiometric Checks (Hearing tests)	Mechanics / Construction / Maintenance staff / Grounds Maintenance staff exposed to Noise from Vehicles, Plant, Equipment, Tools and Processes
Ophthalmic (Eyesight Screening tests)	DSE Users / Drivers / Fork Truck operators, and staff with existing eyesight issues. (Full Eyesight tests are to be undertaken by a qualified Ophthalmic Optician)
Medicals	Staff involved in Driving / Night Working / Lone working / Working at Heights / Confined Space Entry
Dermatological	Caretakers using cleaning chemicals, Construction / Maintenance staff / Grounds / Vehicle maintenance staff exposed to hazardous substances, Mechanics using oils etc. or as identified by the COSH Risk Assessment process
Lung Function Tests	Mechanics undertaking motor vehicle repair, e.g. welding and exposure to metal fume. Joiners / labourers exposed to hardwood dusts, Construction / maintenance staff / grounds maintenance staff exposed to Respirable Crystalline Silica (RCS) or as identified by the COSH Risk Assessment process
Blood Tests	Testing of those injured by Needle-sticks, to be referred to nearest A&E Department. Exposure to heavy metal fume (chromium, beryllium, cadmium, lead) and respirable sensitisers (colophony) when welding, motor vehicle exposure to PTFE derivatives, staff exposed to lead, exposure to mercury residue from broken fluorescent bulbs etc. or as identified by the COSH Risk Assessment process
Hand-Arm Vibration	Mechanics / Joiners / Construction / Maintenance staff / Grounds maintenance staff exposed to vibration when using vibrating tools e.g. strimmers, rock breakers, reciprocating saws, power tools, sanders, chainsaws, Stihl saws, angle grinders etc.
Whole Body Vibration Health Surveillance	Mechanics / Construction / Maintenance / Grounds maintenance staff exposed to vibration by using vibrating vehicles, plant and equipment e.g. ride on mowers

## Driving for Work and Workplace Transport Policy

<b>Policy Number</b>	H&SS/009
<b>Author/s</b>	[REDACTED], DLO Health & Safety and Environmental Manager
<b>Ownership</b>	Health and Safety Services Policy applies to all NIHE staff
<b>Approval by &amp; Date</b>	Executive Team 22 <sup>nd</sup> September 2024
<b>Operational Date</b>	22 <sup>nd</sup> September 2024
<b>Review Date</b>	22 <sup>nd</sup> September 2027
<b>Version Control</b>	Version 2
<b>Replaces</b>	Driving for Work and Workplace Transport Policy 2019
<b>Explanation for review</b>	Existing policy due for review
<b>Links to other NIHE Policies</b>	<a href="#">General Health &amp; Safety Policy</a> <a href="#">General Health and Safety Risk Assessment Policy</a> <a href="#">Provision and Use of Work Equipment Policy</a> , <a href="#">Travel and Subsistence Policy</a> , <a href="#">Smoke Free Policy</a> <a href="#">DLO Telematics Policy</a>
<b>Key Words</b>	Driving for Work, Workplace Transport, Owned Fleet, Grey Fleet
Please note this document can be made available on request in alternative formats including:	
<ul style="list-style-type: none"><li>• Large Print</li><li>• Audio</li><li>• Braille</li><li>• Other languages</li><li>• DAISY (Digital Accessible Information System)</li></ul>	
By contacting [REDACTED]	

## 1.0 Introduction

### 1.1 Background

It is estimated that more than a quarter of all road traffic accidents involves someone who is driving for work (Northern Ireland Safety Group, 2018).

According to the Royal Society of the Prevention of Accidents (ROSPA) driving is the most dangerous work activity that most people do. Over 100 people are killed or seriously injured every week in crashes involving someone who was driving or riding for work. This includes passengers, pedestrians and riders, as well as at-work drivers and riders themselves.

In accordance with the Health and Safety at Work (NI) Order 1978 employers must ensure the health and safety of all staff as far as reasonably practicable and others are not put at risk by work-related driving activities.

The Health and Safety at Work (NI) Order 1978 applies to all staff who are required to drive for work, the same as if they are based in the office or on a construction site. This applies to those who drive cars, commercial vehicles, lease vehicles, for those who ride a motorcycle or bicycle and for staff who use their own vehicle for work-related journeys. The exception is when staff are driving to/from their normal place of work unless they are travelling from their home to somewhere that is not their normal workplace.

Almost 50% of NIHE's workforce use grey fleet.

NIHE have a large fleet of vehicles managed and maintained by the DLO Fleet Support Unit. There are a variety of types of owned fleet vehicles.

### 1.2 Objectives

The purpose of this policy is to state NIHE's position and provide relevant information on driving whilst at work within the organisation.

The aims and objectives of the Policy are:-

- i. To safeguard the Health, Safety & Welfare of staff (including agency workers), contractors and members of the public.

- ii. To provide information to educate staff (including agency workers) on the dangers of driving.
- iii. Raise awareness of relevant legislation and guidance related to driving activities.
- iv. Provide relevant information, training and guidance for all staff (including agency workers) driving for work.
- v. To ensure the safe and efficient provision of NIHE services
- vi. To prevent vehicular collisions.
- vii. Staff (including agency workers) and others are not put at risk by work related driving activities.
- viii. To improve the health and well-being of all staff (including agency workers) who drive for NIHE.
- ix. To ensure that all staff (including agency workers) have awareness of their responsibilities whilst driving for work.
- x. To raise the importance of undertaking risk assessments for driving related activities including loading and unloading of goods and equipment from vehicles.
- xi. To encourage staff (including agency workers) to plan their work schedules to ensure adequate time/rest breaks.
- xii. To ensure that vehicles are roadworthy and maintained in accordance with recommended service schedules and legislative requirements.
- xiii. To be responsible for reporting incidents in accordance with the Policy, Road Traffic Legislation and insurance requirements.
- xiv. To ensure awareness and adherence to DVA NI medical requirements.
- xv. Relevant insurances, licences and vehicle certification are in place.

The NIHE will so far as reasonably practicable, provide a safe place of work to all staff, contractors, visitors and persons.

NIHE is committed to maintaining safe working conditions and ensure best practice is followed to reduce risk to the workforce driving for work.

Consequences for non-compliance may include disciplinary action against individuals or NIHE being the subject of formal enforcement action including prosecution, increased insurance premiums and vicarious liability upon NIHE as a result of enforcement action or civil claims for damages.

This policy forms part of the Health & Safety Management System and is complimentary to the NIHE General Health & Safety Policy.

## 2.0 Scope of the Policy

This policy applies to all NIHE staff working on behalf of the organisation and anyone affected by their acts or omissions.

For the remainder of this policy, any reference to staff should be considered to include agency workers unless otherwise stated.

## 3.0 Definitions

**Business Use** – this refers to the type of vehicle insurance that is required if you are using the vehicle for work purposes. If a vehicle is being used in connection with work beyond simply commuting, the driver will need a level of business insurance cover e.g. class 1

- **Class 1:** Covers you for social, domestic and pleasure use in addition to driving to and from your place of work. It also covers the policy holder for short business journeys between different sites.
- **Driving for Work** – use of a vehicle for business purposes.
- **DVA NI** – Driver and Vehicle Agency Northern Ireland.
- **Grey Fleet** – Any vehicles that do not belong to the Northern Ireland Housing Executive but are used for business travel. This will include a privately owned vehicle by an employee and also hire vehicles, loan vehicles etc.
- **Owned Fleet** – Any road vehicle that is owned by the Northern Ireland Housing Executive.
- **Plant** - The term '**plant**' refers to machinery, equipment or apparatus used for an industrial activity. Typically, in **construction**, '**plant**' refers to heavy machinery and equipment used during **construction** works, e.g. digger, forklift, dumper, mobile elevated working platform (MEWP).
- **Vehicle** – a mechanically propelled vehicle used for transporting people or goods, especially on land, such as a car, van, lorry, grass cutting machine or tractor.
- **Workplace Transport** - any vehicle or piece of mobile equipment use in

any work setting.

- **Roadworthy** – the vehicle is in good enough condition and mechanically sound to be driven without danger.
- **MOT Certificate** - The MOT certificate confirms that the vehicle at the time of its test met the minimum acceptable environmental and road safety standards required by law. It doesn't mean that the vehicle is roadworthy for the life of the certificate and isn't a substitute for regular maintenance.

## 4.0 Roles and Responsibilities

### 4.1 Board Members

Chair of the Board and Board Members are responsible for:

1. Demonstrating leadership and commitment to Health and Safety by ensuring this is a Board level agenda item;
2. Ensuring Senior Management have put a robust Governance and Assurance framework in place around Health & Safety;
3. Ensuring appropriate reviews of the Housing Executive's management processes, policies and performance reports with respect to significant health & safety matters.

### 4.2 Chief Executive

The Chief Executive has overall responsibility for Health & Safety within NIHE, to include arranging for and maintaining the effective planning, organisation, control, monitoring and review of preventive and protective measures. This will be achieved through effective communication systems and management structures. Assurance is provided through Health & Safety Services reports and the Senior Management Health & Safety Committee.

### 4.3 Director – Corporate Services

The Director of Corporate Services is appointed as the lead Director for Health & Safety and is responsible for ensuring the allocation of appropriate and sufficient resources to enable the delivery and monitoring of the effective implementation of this policy.

### 4.4 Directors, Assistant Directors, Heads of Service and Senior Managers

All Directors, Assistant Directors, Heads of Service and Senior Managers are responsible for ensuring that the Driving for Work and Workplace Transport Policy is fully implemented and monitored within their area of operational

responsibility by cascading this down through their management structure.

#### **4.5 Assistant Director, Health and Safety Services**

The Assistant Director for Health and Safety Services is responsible for:

1. Ensuring that this Policy is regularly reviewed, consulted upon and that managers and staff are made aware of their respective responsibilities;
2. Ensuring processes are in place to monitor the effective implementation of the Driving for Work and Workplace Transport policy throughout the organisation; and
3. Ensuring the appointment of sufficient and suitably qualified resources within Health and Safety Services.

#### **4.6 Health & Safety Services**

The Health and Safety Services are responsible for:

1. Promoting the implementation of this Policy and available internal training with relevant line managers throughout the organisation;
2. Investigating and/or assisting line managers/departments to investigate incidents and concerns related to driving incidents associated with NIHE work activities as required by the [NIHE Incident Reporting and Investigation Policy](#);
3. Providing advice, guidance and support to line managers on driving for work and workplace transport in conjunction with the General Health and Safety Policy and Driving for Work and Workplace Transport Policy.
4. Supporting the Human Resources Department on the Health Surveillance programme to ensure statutory Health and Safety requirements are met as required by the [NIHE General Health and Safety Policy](#) and [The Road Traffic \(NI\) Order 2007](#);
5. Undertaking relevant Health & Safety Inspections of all NIHE workplaces to identify and address any areas of non-conformance within the relevant statutory requirements, in relation to transport.

#### **4.7 Line Managers and Supervisors**

Line Managers and Supervisors are responsible for:

1. Ensuring that the Driving for Work and Workplace Transport policy is fully implemented and maintained within their area of operational responsibility;

2. Ensure that all owned fleet drivers have completed a driver declaration form (Refer to Appendix 7);
3. Ensuring that persons under their control have received an adequate level of information, instruction and training in relation to the Driving for Work and Workplace Transport policy to enable them to carry out their work activities in a safe and proper manner;
4. Ensuring valid documentation is in place before driving for work commences, e.g. MOT certificate, tax and insurance documents (business use) (Refer to the Travel and Subsistence Policy and the Self-Service Travel & Subsistence System User Guide);
5. On notification from a staff member that their driving could be affected through medication or a medical condition, HR must be consulted immediately;
6. Ensure that all owned fleet drivers are included in the Health Surveillance programme of which this would include DLO and Facilities & Accommodation staff.
7. Ensure owned fleet have appropriate risk assessments in accordance to the tasks or journeys being carried out and made available to staff. Risk assessments for any work-related driving activity should follow the same principles as those for any other work activity. (Refer to the NIHE General Risk Assessment Policy and HSE INDG199 Workplace Transport Safety);
8. DLO Managers and Supervisors must ensure that staff using the owned fleet have information, instruction and training (Refer to Appendix 9);
9. Facilities Managers and DLO Depot Managers must ensure a risk assessment and traffic management plan for workplace transport is in place for all NIHE premises and is available to all staff and vehicle users. (Refer to the NIHE Risk Assessment Policy, HSE INDG199 Workplace Transport Safety for Guidance);
10. DLO Supervisors and Managers must ensure that all owned fleet keys that are kept on the premises are in a secured unit with limited, authorised access;
11. DLO Supervisors and Managers must ensure all owned fleet and plant operators have the relevant licence/training. DLO management must carry out 6 monthly checks for owned fleet and plant users (e.g. January & July of each year) which includes on commencement of job role;
12. DLO Supervisors and Managers must ensure that all owned fleet and plant operators have awareness of the DLO Fleet Telematics Policy (Appendix 10) and the Driving for Work and Workplace Transport Policy.

#### **4.8 DLO Fleet Support Unit**

DLO Fleet Support Unit responsibilities are:

1. To manage the maintenance and servicing of all owned fleet vehicles including plant and equipment in order to meet regulatory requirements;
2. To investigate and repair all defects reported;
3. To liaise with Insurance Company and NIHE internal insurance/claims department on all owned fleet vehicle incident reports and damages;
4. To ensure all vehicle LOLER records are reported, actioned and updated;
5. To make timely additions/deletions on the fleet insurance database to ensure continual compliance with the fleet insurance policy.

#### **4.9 Direct Labour Organisation Drivers and Other Divisional Staff using Owned Fleet**

1. To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work whilst driving owned fleet and plant equipment;
2. Housing Executive vehicles are only for official business or authorised travel between the home and place of work. Private use or carrying unauthorised passengers may result in disciplinary action;
3. Must complete a driver declaration form every six months and on commencement of job role;
4. The NIHE accepts no liability for fines incurred following offences involving a fleet owned vehicle. The responsibility for such offences, i.e. speeding, parking, driving in bus lanes, careless driving, drink or drug driving, etc. is firmly placed with the driver. Staff must comply with traffic regulations at all time;
5. Report the addition of driving penalty points to their line manager immediately if the penalty endorsements on their licence will bring it to 6 or more points.
6. Report any accident whilst driving for work, however slight to their line manager immediately or before the end of the working day. Vehicle related accidents resulting in fatalities or major injury may require to be reported to the appropriate authority under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (NI) 1997;

7. Staff must report to their Line Manager if they are suffering any medical condition or taking medication which could adversely affect their driving capabilities. DVA NI must be informed of any 'notifiable' medical condition (injury or illness) that would have a likely impact on an individual's safe driving ability. Refer to [How to tell DVA about a medical condition | nidirect](#).
8. Valuables must be out of sight and equipment secured when the vehicle is unattended;
9. Must comply with the DLO Vehicle User and Fuel Card Procedures (Refer to Appendix 4);
10. Report all defects on their allocated owned fleet vehicle to their line manager immediately in accordance with the DLO Fleet Vehicle User procedures (Refer to Appendix 2 and Appendix 4);
11. In the event of a vehicular accident refer to Appendix 8, 'Reporting an Accident';
12. Smoking/Vaping is not permitted in the workplace including within work vehicles and plant. (In accordance with the Smoking (NI) Order 2006 and NIHE Smoke Free Policy)
13. Must only operate plant of which you are trained to use (e.g. Forklift, Excavator, and Mobile Elevated Working Platform).
14. Must comply with the NIHE Substance Abuse Policy.
15. Must not use a hand-held mobile phone or a similar device like a BlackBerry or Handheld Device whilst driving. (Refer to The Road Traffic (NI) Order 2007).
16. Drivers who need glasses or contact lenses to drive must wear them at all times when driving (Refer to Rule 92 of The Highway Code). Note that any condition that affects both eyes and vision (excluding long and short sightedness and colour blindness) should be reported to the DVA. Refer to <https://www.nidirect.gov.uk/articles/guide-visual-standards-drivers> for more information. Visual testing is included in the Health Surveillance Programme for all Owned Fleet Drivers.
17. Refer to the policy appendices for advice and guidance.

#### 4.10 Grey Fleet Drivers

1. Check with their respective insurer that they are adequately insured to use their car for business use including (if relevant) carriage of passengers and equipment (refer to Travel and Subsistence Policy and Travel and Self- Service Subsistence System User Guide);
2. The NIHE accepts no liability for fines incurred following offences whilst driving the vehicle on NIHE business. The responsibility for such offences, i.e. speeding, parking, driving in bus lanes, careless driving, drink or drug driving, etc. is firmly placed with the driver. Staff must comply with traffic regulations at all time;
3. Must hold an appropriate driving licence if they intend to drive for work purposes - refer to Appendix 1;
4. Must comply fully with all traffic regulations (Refer to [The Road Traffic \(NI\) Order 2007](#))
5. Staff must report to their Line Manager if they are suffering any medical condition or taking medication which could adversely affect their driving capabilities. DVA NI must be informed of any 'notifiable' medical condition (injury or illness) that would have a likely impact on an individual's safe driving ability. Refer to [How to tell DVA about a medical condition | nidirect](#)
6. Drivers who need glasses or contact lenses to drive must wear them at all times when driving (Refer to Rule 92 of The Highway Code). Note that any condition that affects both eyes and vision (excluding long and short sightedness and colour blindness) should be reported to the DVA. Refer to <https://www.nidirect.gov.uk/articles/guide-visual-standards-drivers> for more information.
7. Report any accident whilst driving for work, however slight to their line manager immediately or before the end of the working day. Vehicle related accidents resulting in fatalities or major injury may require to be reported to the appropriate authority under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (NI) 1997. (Please refer to Appendix 8 What to do after a Vehicular Accident);
8. When using your vehicle for company business and carrying passengers it must be smoke-free. (In accordance with the Smoking (NI) Order 2006 and NIHE Smoke Free Policy)
9. Must not use their vehicle for NIHE business use if it has not been registered and approved on the NIHE Travel and Subsistence System available on Gateway. Refer to Self- Service Travel & Subsistence System User Guide;
10. Must supply an up-to-date MOT certificate (where applicable), driving licence (both parts), ensure their vehicle is taxed and update their vehicle insurance to

include business use prior to using their vehicle for work. These must be submitted in line with the procedures of the Travel and Subsistence Policy and Travel and Self- Service Subsistence System User Guide;

11. Ensure their vehicle is maintained in a road worthy condition in accordance with manufacturer's instructions, including any maintenance checks by drivers. Refer to Appendix 3 for Guidance on Maintaining Roadworthiness, Servicing and Maintenance;
12. Must comply with the NIHE Substance Abuse Policy.
13. Must not use a hand-held mobile phone or a similar device like a BlackBerry or Handheld Device whilst driving. (Refer to [The Road Traffic \(NI\) Order 2007](#)).
14. Refer to the policy appendices for advice and guidance.

#### **4.11 Occupational Health Service –**

1. The Occupational Health Service assess staff fitness to work/drive through the completed pre-employment medical declarations received from HR;
2. The Occupational Health Service assess staff fitness to work/drive in receipt of an HR/Management Referral due to absence or work incident injury or through the Health Surveillance programme;
3. The Occupational Health Service within their medical report offer restrictions or adjustments and if further medical referrals are required or they may advise HR that the member of staff cannot carry out driving duties;

#### **5.1 Implementation of the Policy**

##### **5.2 Resources**

Access to available Training Programme and /Providers is available through the Learning Management System. General Health & Safety Training and courses are available in house to be delivered by Health & Safety Services.

Assistance with Risk Assessments and Safe Systems of Work is available from the Health & Safety Services.

Specialist driver training for vehicles such as forklifts, excavators, LGVs, and HGVs will be sourced by the DLO with assistance and support from the Learning and Development Team.

##### **5.3 Dissemination /Circulation**

This policy is required to be implemented by all Divisions within NIHE. The latest version of the Policy is available from Gateway.

All staff, managers and Departments with specific responsibilities are required to comply with this Policy as detailed. The Policy requirements should be brought to the attention of all relevant staff.

#### **5.4 Monitoring and Auditing Performance**

Audits of compliance with the Policy, associated procedures and processes may also be undertaken by the Internal Audit and Department for Communities.

This Policy comes under the General Health & Safety Policy.

This Policy will be reviewed every 3 years and new versions issued.

#### **6.0 Evidence Base/References**

1. Safer Driving for Work Handbook:  
<https://www.rospa.com/rospaweb/docs/advice-services/road-safety/employers/safer-driving-for-work-handbook.pdf>
2. The Highway Code:  
<https://www.nidirect.gov.uk/articles/highway-code>
3. Health & Safety Executive; Driving for Work and Riding for Work:  
[Driving and riding safely for work - Overview - HSE](#)
4. Workplace Transport Safety INDG199rev2:  
<http://www.hse.gov.uk/pubns/indg199.pdf>
5. Smoking (NI) Order 2006:  
<http://www.legislation.gov.uk/nisi/2006/2957/contents>
6. The Road Traffic (NI) Order 2007:  
<http://www.legislation.gov.uk/nisi/2007/916/contents>
7. NI Direct  
<http://nidirect.gov.uk/information-and-services/motoring>

#### **7.0 Consultation Process**

It is a legal requirement to consult with the staff, managers and trade unions on the purpose, objectives and responsibilities within the Policy.

The Policy was devised in collaboration with the Asset Management NIHE Senior Management and Corporate Health & Safety Communities and the Corporate Health & Safety Team. Staff and their trade union representatives were also consulted during the development and introduction of this policy.

## **8.0 Appendices**

1. Understanding the Licence Format, Categories and Codes
2. NIHE (DLO) Vehicle Defect Reporting Sheet
3. Guidance on Maintaining Roadworthiness, Servicing and Maintenance
4. DLO Vehicle User and Fuel Card Procedures
5. DLO Driver Daily, Weekly and Supervisor Monthly Checks
6. Speed Limit Advice
7. Driver Declaration Forms (Owned Fleet & Plant)
8. What to Do after a Vehicular Accident
9. Flow Charts for Owned Fleet and Plant Operative Drivers
10. DLO Fleet Telematics Policy

## **9.1 Signatures**

[REDACTED]  
DLO Health & Safety and Environmental Manager

Karen Cunningham  
Assistant Director, Health and Safety Services

David Moore  
Director of Corporate Services

## Appendix 1

### Understanding the Licence Format, Categories and Codes

**Links for full information are below.**

[The photocard driving licence explained | nidirect](#)

[Vehicles Categories and Codes Explained | nidirect](#)

**Appendix 2**  
**NIHE (DLO) Vehicle Defect Reporting Sheet**

**NIHE (DLO) VEHICLE DEFECT REPORTING SHEET**

<b>VEHICLE/ASSET REGISTRATION</b>	
<b>DRIVERS NAME</b>	
<b>DEFECT REPORTED BY</b>	
<b>DATE REPORTED</b>	
<b>BRIEF DESCRIPTION OF DEFECT</b>	

**SECTION TO BE COMPLETED BY FLEET SUPPORT OPERATIONS**

<b>DEFECT REPAIRED BY</b>	
<b>DATE REPAIRED</b>	
<b>COMMENTS</b>	

## Appendix 3

### **Guidance on Maintaining Roadworthiness, Servicing and Maintenance**

All vehicles used for business use must be serviced and maintained in accordance with the manufacturer's recommendations.

Regular maintenance of your vehicle is essential to help make sure that it is roadworthy, safe to drive or ride, fuel-efficient, less polluting and not a danger to passengers, pedestrians and other road users.

Visit link below for full guidance for maintenance advice.

[Maintaining your vehicle | nidirect](#)

## Appendix 4 - DLO Vehicle User and Fuel Card Procedures

### Use of NIHE Vehicles

Housing Executive vehicles are exclusively for use on official business or authorised travel between home and place of work. Private use or carrying unauthorised passengers may result in disciplinary action. Authorised passengers are those individuals who are deemed to be staff of the NIHE, another person working within a government agency, a breakdown assistance person or member of emergency services. All other persons are deemed unauthorised and approval must be sought through FSU.

### Driving Licence

It is an offence to drive a vehicle on a public highway without a valid driving licence. Drivers must ensure that they:

- Hold the appropriate driving licence category for the vehicle being driven;
- Meet the minimum age requirements;
- Meet the legal eyesight and appropriate medical standards;
- Report to their Supervisor if they are suffering any health condition or taking any medication/drugs which could adversely affect their driving capabilities;
- Notify the Supervisor immediately of any endorsements that brings the licence total to 6 or more OR disqualification is imposed or impending. Under no circumstances may a vehicle be driven after disqualification or if deemed unfit to do so by a medical practitioner.

The Depot Manager must ensure:

- All driver licences are checked every 6 months with hard copies of driver declarations to be retained on file by HR;
- The fleet support unit must be informed by the line manager if an operative's licence has 6 or more endorsement points via [mvw@nihe.gov.uk](mailto:mvw@nihe.gov.uk) for insurance conformance.

### The Law and your Vehicle

The NIHE accepts no liability for fines incurred following offences involving your company vehicle. The responsibility for such offences, e.g., speeding, parking, careless driving, drinking and driving, etc., is firmly placed with the driver. Staff

should always drive with due care and consideration and comply fully with all traffic regulations and all NIHE Policies. Non-compliance may lead to disciplinary action.

### **Seatbelts**

Seat belts must be worn at all times in both the front and rear of the vehicle.

### **Parking**

Drivers must ensure the vehicle is parked legally, securely locked and has the handbrake properly applied. Keys must never be left in or on the vehicle while unattended.

### **Load Security**

The driver is responsible for ensuring loads are properly secured on roof racks or trailers and that the vehicle payload does not exceed its safe working limits.

### **Smoking**

Smoking/vaping is prohibited in all NIHE vehicles

### **Mobile Phones**

Staff should never use a mobile phone whilst driving. This applies to both hand held and hands free technology, such as Bluetooth. Calls or texts should only be made or received when the vehicle is safely parked. Drivers should switch to voicemail before commencing their journey.

### **Drugs, Drinking and Driving**

It is a very serious matter to be convicted of driving while under the influence of drugs or alcohol. In the event of a conviction disciplinary action will be taken which will most likely result in dismissal.

### **Reporting an Accident**

In the event that you are involved in an accident, please follow these instructions:

When an accident involves another vehicle, obtain the following information:

- Driver's name (and owner's name if different from the driver);
- Address;
- Telephone number;

- Name of insurance company and policy number;
- Vehicle license plate number, make and model;
- Take photographs of damage and accident scene;
- Obtain PSNI incident number (if police attend).

If possible, obtain names, addresses and telephone numbers of any witnesses.

Do not assume blame for the accident. This will be decided by the insurance companies.

The driver must report the accident to their line manager immediately, who will complete a Vehicle Accident Cover Sheet and the Insurer's Motor Accident Claim Form in the presence of the driver. These forms will be supplied by Fleet Support. Both documents on completion must be emailed to Fleet Support.

### **Vehicle Checks**

All drivers must carry out the daily and weekly vehicle checks shown in Appendix 10 and record doing so on the appropriate form or FSI 'Go' if available.

Supervisors must carry out a monthly check on all vehicles under their control and record doing so on FSI 'Evolution'.

### **Vehicle Defects**

Drivers must report vehicle faults or accident damage immediately to their Supervisor.

Persons have been trained in each depot to handle minor vehicle repairs, which include;

- Topping up oil;
- Fuses;
- Replacing bulbs.

Your Supervisor will be able to identify the appropriate person for your depot.

If the fault cannot be repaired locally the Supervisor will complete a Fleet Support defect sheet and email it to [mvw@nihe.gov.uk](mailto:mvw@nihe.gov.uk). The Supervisor must provide accurate and detailed information to facilitate the repair process. A defect sheet template is shown in Appendix 2.

Fleet Support will create a task order and contact the Supervisor to arrange collection of the vehicle or a suitable time for an on-site repair

## **Vehicle Breakdown**

If your vehicle breaks down between the hours of 7.30am to 4.30pm Monday to Thursday and 7.30am to 1.00pm Friday, telephone Fleet Support on 028 959 84525 who will create a task order. Outside these hours and during public holidays - contracts are in place for cover to be provided by external providers. Contact details are available for both mechanical breakdown and roadside tyre assistance.

## **Punctures and New Tyres**

### **Driver Responsibilities**

In the event of a puncture the driver should fit the spare wheel and contact the depot store who will provide a purchase order (PO) number and supplier details.

The driver should take the wheel to the relevant supplier and have the puncture repaired. The purchase order number and vehicle registration must be added to the advice note. The advice note should be returned to the store within 24 hours.

If the supplier states the puncture cannot be repaired the driver should telephone the Fleet Support on 028 959 84525. They will discuss the requirement with the supplier, decide on the tyre quality and provide a PO number. **Drivers must not use the PO number supplied by the store for a new tyre.** Where a new tyre is fitted the driver must return the advice note to their Supervisor.

### **Supervisor Responsibilities**

The supervisor must scan and email advice notes for new tyres to fleet support within 24 hours of receipt.

### **Store Supervisor Responsibilities**

The Store Supervisor must ensure a purchase order is kept open for puncture repairs.

### **Condition / Cleaning of Vehicle**

Your company vehicle represents a substantial investment in you and your job. All drivers are expected to wash their vehicle once a month and ensure the cab and load space is clean and tidy at all times.

## Fuel Cards

Fuel cards are used by the NIHE for the purpose of refueling vehicles and plant. Fleet Support is responsible for fuel card management. This document will define the procedures to obtain and use fuel cards and how they should be managed.

### Approved Purchases

The only fuel types that are authorised to be purchased are:

Regular Diesel (not premium) and Unleaded Petrol (not super unleaded). Cards are not to be used to purchase lubricants or any other goods.

### Cardholders Responsibilities

- Fuel cards are linked to an individual and not a vehicle. Fuel cards must only be used by the cardholder for the purchase of fuel for NIHE vehicles and plant only. The cardholder will be responsible for any transactions on the card;
- Cards should be endorsed immediately on receipt with the cardholders signature;
- The card must be held in a safe location and never left in an unattended vehicle;
- Cardholders must report lost or stolen cards immediately to their supervisor or manager;
- Check with the cashier if they accept the fuel card before filling up;
- **The vehicle registration and mileage figure** must be presented to the cashier along with the card. If this information is not shown on the receipt the cardholder must write the mileage figure and registration on the receipt. Reports will be run each month to identify individuals who fail to provide this information. The cardholder must write their name on the receipt and return it to the admin office within 24 hours of the purchase;
- To facilitate the production of fuel economy reports the tank should be completely filled each time;
- Fuel card misuse is a disciplinary offence which could result in dismissal;
- When purchasing fuel for plant the cashier should be instructed to input “PLANT” for the transaction; and
- On leaving the organisation fuel cards must be returned to the supervisor or line manager.

## **Requests for New Fuel Cards**

Requests for new fuel cards must be emailed by the applicant's supervisor or line manager to DLO Fleet Support. The email should contain the following information;

- Applicant's name;
- Staff number;
- Contract reference

When the new card has been received the supervisor must sign the attached 'Card Detail' sheet and return to Fleet Support.

## **Lost or Stolen Cards**

The cardholder must report the loss or theft immediately to their supervisor or line manager who will in turn email the details to [mvw@nihe.gov.uk](mailto:mvw@nihe.gov.uk). Fleet Support will cancel, investigate and reissue as necessary.

Fleet Support will highlight the repeated loss of fuel cards by individuals for further investigation by Managers.

## **Faulty Cards**

The cardholder should report the faulty card to their supervisor or line manager who will contact DLO Fleet Support who will arrange a new card.

The faulty card should be destroyed by the supervisor. When the new card has been received the supervisor must sign the 'Card Detail' sheet that will be attached to the card and return to Fleet Support.

## **Appendix 5 - DLO Driver Daily, Driver Weekly and Supervisor Monthly Check**

### **Driver Daily Checks**

- Are all lights and indicators working;
- Are number plates readable;
- Visual tyre inspection for tears and cuts;
- Visual inspection of wheel nuts;
- Visual inspection of windscreen for cracks and chips;
- Wiper washer fluid;
- Electric vehicle is charged;
- Fire extinguisher present; and
- First aid kit present.

### **Driver Weekly Checks**

- Coolant levels;
- Oil levels;
- Brake fluid; and
- Tyre pressures.

### **Supervisor Monthly Check**

The supervisor must inspect each vehicle / trailer under their control on a monthly basis to ensure they are clean, tidy and free of unreported damage or defects.

### What's the speed limit for 3.5 tonne vans?

The speed limit for small, medium and larger vans weighing up to 3.5 tonne are usually the same. For example, the small Citroën Berlingo follows the same speed restrictions as larger models like the Ford Transit or Mercedes-Benz Sprinter.

For built-up areas and motorways, vans should follow the same speed limit as cars. But on single and dual carriageways, the speed limit is 10mph lower than the speed limit for cars.

These rules also technically apply to vehicles weighing up to 7.5 tonne. However, current legislation means that larger commercial vehicles, or those designed to carry more than eight passengers, must have a speed limiter fitted to them.

Built up areas and cities	30mph
Single carriageway	50mph
Dual carriageway	60mph
Motorways	70mph

It's important to note that some local councils will implement different speed limits. So, remember to keep an eye out for any signs that might indicate this.

### What's the speed limit for a van towing a trailer?

The speed limit for vans towing a trailer or caravan is reduced to 60mph on dual carriageways and motorways, even if they're allowed to do 70mph in other circumstances. In fact, the speed limit for **any vehicle** towing a trailer is reduced to 60mph on dual carriageways and motorways.

Built up areas and cities	30mph
Single carriageway	50mph
Dual carriageway	60mph
Motorways	60mph

### **What's the speed limit for car-derived vans (CDV)?**

According to the [Department for Transport](#), a car-derived van (CDV) is a passenger vehicle that's been adapted to become a light goods vehicle that weighs no more than 2 tonnes. Or in other words, it's a van that looks like a car.

If your van is a CDV, it should be recorded on the registration document (V5C) under the 'body type' section. The most common CDVs are Ford Fiesta vans, Vauxhall Corsa vans and Renault Clio vans.

**CDVs are the only commercial vehicle with the same speed limits as cars.**

Built up areas and cities	30mph
Single carriageway	60mph
Dual carriageway	70mph
Motorways	70mph

## What's the speed limit for dual purpose vehicles (pick-up truck)?

A dual purpose vehicle is defined as one that's been designed to carry passengers as well as goods. It must have four-wheel drive **or** a rigid roof and at least one additional row of passenger seats behind the driver as well as side and rear windows.

You probably see dual purpose vehicles on the road every day without realising it. Common examples are vehicles like the Ford Ranger and the Mitsubishi L200, and these follow the same speed restrictions as cars. You'll need to check the vehicle's unladen weight before setting off, as some models exceed 2,040kg which means they'll be subject to the same speed limits as vans.

Built up areas and cities	30mph
Single carriageway	60mph
Dual carriageway	70mph
Motorways	70mph

**Appendix 7 - Driver Declaration Form**

**DRIVER DECLARATION FORM FOR OWNED FLEET & PLANT DRIVERS**

***On Completion the form must be sent to HR to ensure recorded in the employee personal file***

Documentation to be shown every 6 months	Expiry Date	Date Verified by Line Manager
<b>DRIVING LICENCE (both parts)</b> List the categories that the driver can drive: e.g. C1, C1+E, C or B1+E		
<b>CPC Card</b> to be produced (where applicable)		
<b>Plant Cards/Plant Licence Held, e.g. MEWP, Excavator, Counterbalance Forklift.</b>		
<b>Comments/Actions arising from check: e.g. refresher training required, 6 points notification required to Fleet Support Unit, limitations on licence, e.g. restricted driver.</b>		
<b>EMPLOYEE DECLARATION:</b> <ul style="list-style-type: none"> <li>• I confirm that I have read and will fully comply with the NIHE Driving for Work and Workplace Transport Policy.</li> <li>• I understand that I have to provide my line manager with my licence documents for review every six month and on renewal of my licence.</li> <li>• I understand that I must inform my line manager/supervisor immediately of any road traffic offences that brings the endorsement total of my licence to 6 points or more.</li> </ul>		
<b>Staff PRINTED Name &amp; Staff Number</b>	<b>Staff Signature and Date</b>	
<b>Line Manager PRINTED Name</b>	<b>Line Manager Signature and Date</b>	

## Appendix 8 - What to do after a Vehicular Accident

### Immediately after the accident

- Stop the vehicle as soon as possible – it's an offence not to do so;
- Turn off the engine;
- Switch the hazard lights on;
- Check for any injuries to yourself or your passengers;
- If it's a minor collision and there are **no injuries**, make a note of it just in case the other people later try to claim for an injury;
- Call the police and an ambulance immediately if anyone is hurt or if the road is blocked;
- Try to remain as calm as possible – it's normal to be shaken after an accident, take a few deep breaths and try to take stock of the situation the best you can. And don't lose your temper; and
- Don't apologise or admit responsibility for the accident until you're completely aware of what happened – this can protect you from liability if it wasn't your fault.

### When should I call the police?

- If the other driver or drivers leave the scene without giving details;
- If you think the other driver has no insurance or is under the influence of drink or drugs; and
- If you suspect that the other driver caused the collision deliberately.

Tell the police about the accident within 24 hours – if you don't you may be given a fine, points on your licence, or a disqualification from driving.

### Exchange motoring details

- Share your name and address with everyone involved if the accident caused damage or injury – the law says you must do this;
- Swap insurance information and details with the other drivers. NIHE Owned Fleet drivers will provide details of Fleet Support Contact Details;
- Take down details of any other passengers and witnesses to the accident;
- Try to find out if the other driver is the registered owner of the vehicle, if they are not, find out who the owner is and get that information too (for instance it might be a company car); and
- If a foreign lorry is involved, get the numbers on both the lorry and its trailer, sometimes they are different. It's also a good idea to get the name of the company if it's painted on the lorry.

### What should I record at the accident scene?

- The make, model, colour, and number plate of the vehicles involved in the

accident or take pictures of them;

- The time and date of the crash;
- The driving conditions, including the weather, lighting, and road quality (such as road markings, whether it's wet or muddy, repair of the road surface);
- What sort of damage was caused to the vehicles and where – nearside front wing and door (nearside is the left side of your vehicle, offside is the driver's side);
- Any injuries to drivers, passengers, or pedestrians;
- The names and contact details of any witnesses; and
- Use your phone to take pictures of the scene, the positions of the vehicles involved, and damage to the vehicles.

If no one else is involved in the accident, for example you caused damage to private property or a parked vehicle; you should leave your details – for instance a note where the owner can see it. And honesty pays. If a witness or CCTV camera saw you and noted your vehicle number but you drove off, you could be in serious trouble.

### **Making a claim to your insurance provider (applicable to Grey Fleet only)**

Phone your insurance company as soon as possible – ideally at the time of the accident. They'll ask for:

- Your policy number or information to identify you, such as your post code and vehicle registration number;
- The registration number of the vehicles involved;
- The driver's name, address and phone number; and
- The driver's insurance details if you have them.

Learn more about how to [make a claim](#) after an accident.

### **What if I don't claim? (applicable to Grey Fleet only)**

Still tell your insurer about the accident, because the other driver may try to make a claim without you knowing. You may choose not to claim:

- To keep your no claims discount intact, if you don't have a 'protected no claims discount'; and
- If you decide to pay for the repairs yourself.

### **Crash-for-cash claimants**

These are people who arrange accidents in order to make a [fraudulent insurance claim](#).

They may do this by braking unexpectedly, causing you to go into the back of their vehicle, or by flashing their lights to indicate you're free to go before purposely crashing into you. They may also take out their brake light bulbs, giving you no warning when they hit the brakes in front of you, and making it more likely you will crash into them.

Crash-for-cash claimants will usually blame you for the accident and give you their insurance information, which is sometimes written out ready on a bit of paper.

A few weeks after this happens, you might receive a letter from your insurance company highlighting the damage from the accident – the claims they make can be exaggerated (sometimes including recovery vehicle, vehicle hire, or whiplash injuries to others that haven't occurred) to maximise the money they try to win back.

You'll be less likely to be involved in such a scam if you keep your eyes open and:

- Be especially careful in stop to start traffic, at merging junctions and roundabouts;
- Leave plenty of space between you and the vehicle in front;
- Be wary of erratic driving behaviour such as slowing for no reason; and
- Take note if their brake lights don't seem to be working and increase your distance.

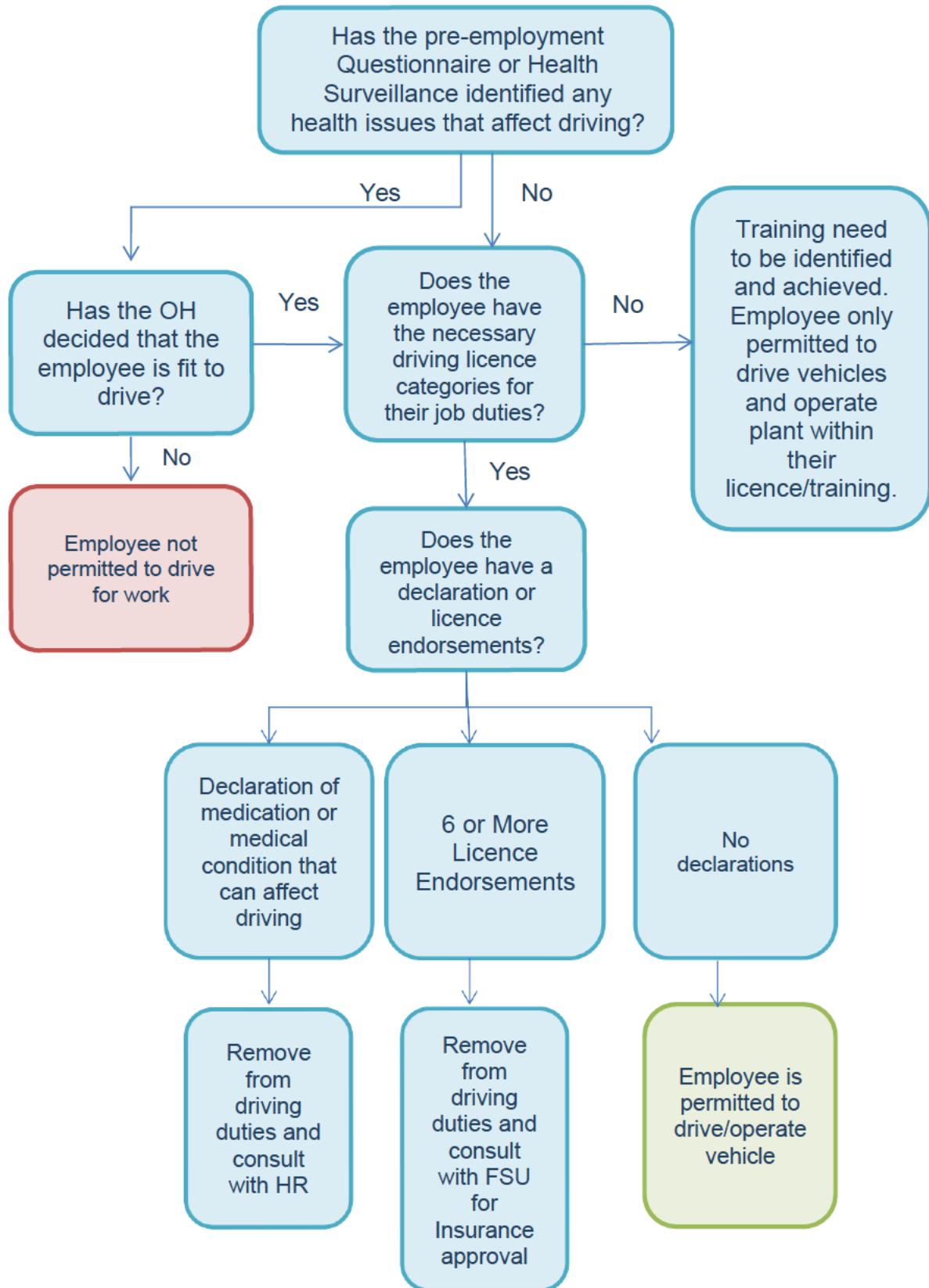
Some drivers install dash-cams to show their innocence against a crash-for-cash claim. These can be very helpful in establishing proof of a crash-for-cash claim.

*\*Taken from theAA.com. For more information:*

<https://www.theaa.com/car-insurance/advice/what-to-do-after-a-car-accident>

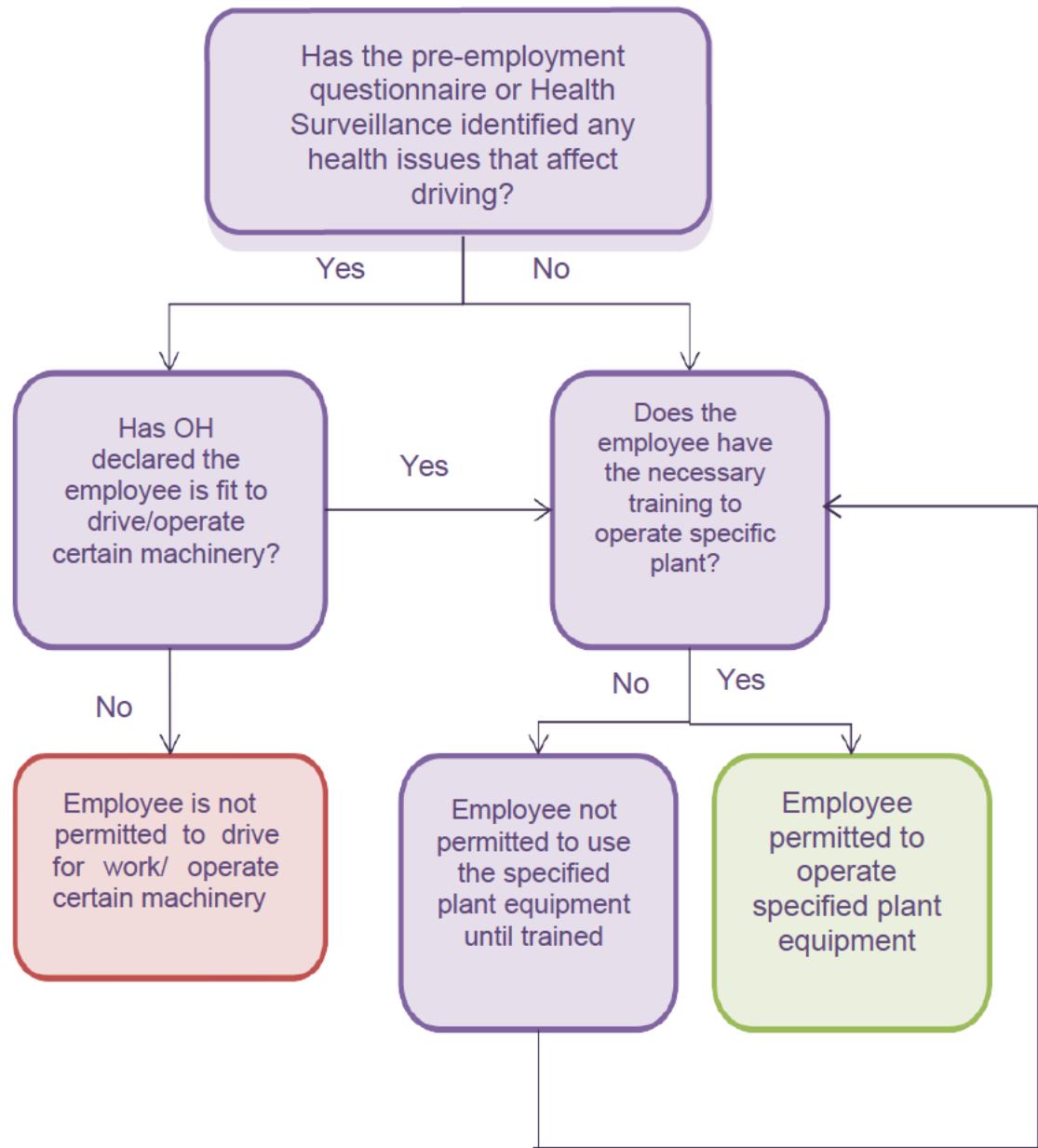
## Appendix 9 – Flowchart Owned Fleet – Driver Authorisation

### Owned Fleet - Driver Authorisation



Appendix 9 – Flowchart Plant Operators - Driver Authorisation

## Plant Operators – Driver Authorisation



# Housing Executive

## DLO – Fleet Telematics Policy

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DOCUMENT SUMMARY	
Title	DLO Fleet Telematics Policy
Author	DLO Supply Chain Manager
Approved By	Head of DLO
Version No.	1.0
Last Reviewed	1/6/2019
Next Review Date	1/6/2025

## **1.0 INTRODUCTION**

The Housing Executive Direct Labour Organisation along with its commercial fleet has expanded over recent years. The vehicle portfolio consists of approximately 300 assets with an estimated replacement value of £6.1 million that includes light tipper lorries, panel vans and pick up vehicles. The grounds machinery fleet consists of approximately 100 assets with an estimated replacement value of £1.9 million that includes tractors, ride on grass mowers and quad bikes. Managing such a large and diverse commercial fleet is an ongoing risk for the organisation.

The Housing Executive did benefit from a previous telematics contract which was operational from 2012 to 2017. The units installed at the beginning of that contract were not as sophisticated as current technology. The system was able to track locations and vehicle journeys but offered little in terms of influencing driver behaviour.

## **2.0 PURPOSE OF THE POLICY**

The purpose of this policy is to regulate the management, operation and use of the vehicle telematics system fitted to Housing Executive vehicles and ride on grounds machinery (hereinafter referred to as vehicles). It will explain what data the system will provide, how the data will be used and ensure that all accessed data will be in compliance with GDPR and NIHE Policy.

The Housing Executive has commenced the process of fitting telematic units to fleet vehicles in conjunction with its service provider. Vehicle telematics will be utilised for the following reasons:

1. The Housing Executive as a responsible public sector employer has a duty of care to positively influence driver behaviour and improve the safety of drivers and the general public.
2. To protect the wellbeing of employees as far as is reasonably practical whilst at work, including safeguarding them against vexatious complaints and allegations.
3. To ensure the protection and security of vehicles when not in use or when parked overnight, on weekends, on public holidays or during periods of absence from work.
4. To locate and recover stolen vehicles.
5. To provide real time service delivery information to improve working arrangements, customer satisfaction and support service improvements.
6. To monitor and manage the effective usage of fleet assets.
7. To assist in the processing of insurance claims.
8. To support investigations into issues, complaints and/or misuse of vehicles.
9. Monitoring of driving behaviour to analyse strengths and weaknesses, crash risk and to create personalised feedback for drivers.
10. To produce a personalised driver training needs analysis.

### **3.0 SCOPE**

This policy will affect all Housing Executive and agency staff who drive a Housing Executive fleet vehicle.

Telematics units will be installed in all existing road vehicles and items of ride on grounds machinery that will facilitate an installation. All new vehicles will have a telematics unit installed before entering service and removed before the vehicle is disposed of at the end of its useful life.

### **4.0 RELEVANT LEGISLATION**

Corporate Manslaughter and Corporate Homicide Act 2007

Health and safety at Work Order (NI) 1978

Management of Health and Safety at Work Regulations (NI) 2000

General Data Protection Regulation (GDPR) and Data Protection Act 2018

### **5.0 ROLES AND RESPONSIBILITIES**

#### **Head of DLO**

- Responsible for approving this policy

#### **DLO Supply Chain Manager**

- Responsible for the integrity of the Housing Executive's processes and procedures relating to the use of data derived from the vehicle telematics devices.
- Ensure authorised users receive the appropriate system training
- Authorise system user access

#### **Managers and supervisors**

- Ensure that drivers are made aware of how the telematics units work and what information it records.
- Provide regular feedback to drivers on their driving behaviour and identify individuals who may benefit from additional training.
- Challenge unsafe attitudes and behaviours and encourage team members to drive safely.

#### **Vehicle drivers**

- Must not begin a journey unless they have swiped in using their I.D. fob and must not allow anyone else to use their fob.
- Regularly review and consider their driving performance feedback via the dashboard device.

## **6.0 HOW DOES VEHICLE TELEMATICS WORK?**

The Housing Executive vehicle telematics solution works via GPS satellite navigation. Each telematics unit transmits a signal to orbiting satellites which relay the information back to the host provider. This information is then made available to the Housing Executive via secure web based management software.

Each driver will be issued with an identification fob, which when presented to the dashboard feedback device will link each journey to that individual.

## **7.0 WHAT DATA IS GATHERED FROM THE TELEOMATIC UNITS?**

The system will provide real time and historic information on:

- Vehicle location
- Vehicle availability and usage
- Driver identification (name and staff number only)
- Fuel usage
- Vehicle engine management error codes
- Driver performance and behaviour

For the purposes of monitoring driver behaviour and performance four driving metrics (events) are measured:

1. Excessive engine idling
2. Harsh acceleration
3. Harsh cornering
4. Speeding based on actual road speed limits

## **8.0 HOW WILL THE INFORMATION BE USED?**

1. Raw data from driving events will be combined by the system to allocate each driver a performance score. The score will be in the range 0-10 and will be to 1 decimal point. This score can be viewed in real time by the driver on their dashboard feedback device.
2. Current location data will be used by schedulers and supervisors to optimise service delivery and minimise fuel usage and travel time. Fleet Support will also use current location to aid the breakdown and recovery process.
3. System error codes will enable Fleet Support to diagnose vehicle defects before the driver may even be aware of the problem.
4. Adding geotags or points of interest (POI) around DLO depots will allow Managers to analyse and optimise vehicle flow into their yards. This will prevent bottlenecks and reduce the number of collisions within depots resulting from overcrowding.
5. The data may be used to ensure that staff adhere to the Housing Executive's Code of Conduct for employees. The information may be gathered as evidence

under the NIHE investigatory process. Such information may also be disclosed to authorised bodies in the event of a criminal investigation.

6. Routine, exception and standard reports will be set up and made available for authorised managers/supervisors to manage service delivery within their own areas.
7. Authorised managers and supervisors will be given specific access to the system for operational monitoring and planning purposes.
8. To protect the privacy of employees daily monitoring of vehicles must not be intrusive or excessive and must be proportionate to the aim.
9. To aid the management of lone working and driver safety.

## **9.0 ACCESSING DATA FROM THE TELEMATICS SYSTEM**

The telematics service provider holds the Information Security Standard ISO 27001. This certification must be in place for the lifetime of the contract.

In line with the NIHE GDPR requirements only authorised users who have been assigned a username and password may access the telematics management system. Authorised users will be given the appropriate training to ensure responsible use of the system. Requests for system access will be made to the DLO Supply Chain Manager or a designated appointee.

Different levels of access will exist:

- Master User - Utilised for systems management
- Management User - Detailed reporting across all fleet assets
- Senior supervisors and Supervisors - Access to vehicle information directly under their control

Exception reports will be produced for Operational Managers by the Master User. Examples of these reports are as follows:

- Idling report
- Out of hours usage report
- Number of visits to a geofence area and time spent within the geofence area
- Driver league table report
- Driver timesheet report
- Fuel monitoring report
- Speeding report
- Journeys not linked to a driver ID

This list is not exhaustive. Additional reports may be developed at a later stage.

**STAFF ACKNOWLEDGEMENT**

The use of vehicle telematics allows the Housing Executive to enhance the safety of the public and drivers and by improving job performance will support service improvements and increase customer satisfaction.

I understand that telemetric data will be used to monitor and manage the effective usage of the fleet, and may be used to produce a personalised driver training plan, and where necessary to support investigations into any issues arising. Any data obtained will be in compliance with NIHE Policy and the General Data Protection Regulations.

I have fully read and understand my responsibilities and standards detailed in this policy.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Staff Number \_\_\_\_\_

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Date \_\_\_\_\_

(After signing, this should be detached & forwarded to the HR Support Team, for placing on the Personnel file).

## Health & Safety Risk Assessment

<b>Directorate &amp; Reference No.</b>	ASSET MANAGEMENT (DLO) – GENDR01	<b>Risk Assessment completed by</b>	
<b>Version</b>	2.0	<b>Position</b>	DLO H&S Environmental Manager
<b>Description of the Activity &amp; Location</b>	DRIVING FOR WORK – OPERATIONAL OWNED VEHICLES (FLEET) – all regions of DLO. Includes all vehicles/plant registered to drive on public highways.		

<b>No.</b>	<b>Hazards</b>  What has the potential / ability to cause harm?  Refer to list of common hazards in Guidance	<b>Persons affected by the work activity and how?</b>	<b>What control measures are currently in place?</b>	<b>Current Risk Rating</b>  Likelihood x Severity  Refer to Final page
1	Un-roadworthy Vehicle	Driver/Other Road Users/Pedestrians  Collision resulting in serious injury or fatality and/or vehicle damage.	<ul style="list-style-type: none"> <li>Fleet vehicles are maintained as per their service schedule by Fleet Support Unit.</li> <li>Vehicles all have PSV, MOT, valid fleet insurance and tax.</li> <li>Monthly vehicle checks are conducted by depots.</li> <li>Daily driver checks are conducted by drivers.</li> <li>Defect reporting in place.</li> <li>Incident reporting and accident reporting procedures in place.</li> <li>Driving for Work and Workplace Transport Policy in place.</li> <li>Policies and procedures all available to staff on Gateway, the Box and in depot.</li> <li>Drivers are advised of above measures through toolbox talks, induction, noticeboards and other internal communication means.</li> </ul>	2 x 2 = 4
2	Unlicenced or untrained driver	Driver/Other Road Users/Pedestrians  Collision resulting in serious injury or fatality and/or vehicle damage.	<ul style="list-style-type: none"> <li>Drivers must comply with the Driving for Work and Workplace Transport Policy and all Road Traffic Regulations.</li> <li>All drivers must hold an appropriate valid licence category according to vehicle type.</li> <li>Driver declarations for driving must be completed every 6 months.</li> <li>Driving penalty points must be reported to line managers</li> </ul>	2 x 2 = 4

No.	Hazards  What has the potential / ability to cause harm?  Refer to list of common hazards in Guidance	Persons affected by the work activity and how?	What control measures are currently in place?	Current Risk Rating
				Likelihood x Severity  Refer to Final page
		Penalty points and fines to driver. Fines to organisation.	<ul style="list-style-type: none"> <li>immediately if penalty endorsements total 6 or more.</li> <li>Policies and procedures all available to staff on Gateway, the Box and in depot.</li> <li>Training provided to identify staff, e.g. CPC, C1 + E, ATV, etc.</li> <li>Drivers are advised of above measures through toolbox talks, induction, noticeboards and other internal communication means.</li> </ul>	
3	Smoking including E-Cigarettes	Driver/Other Road Users/Pedestrians  Collision resulting in serious injury or fatality and/or vehicle damage.  Respiratory ailments through passive smoking.  Fines for driver and organisation.	<ul style="list-style-type: none"> <li>Drivers must comply with all road traffic regulations including The Road Traffic (NI) Order 2007; Smoking (NI) Order 2006; NIHE Smoke Free Policy and the Driving for Work and Workplace Transport Policy.</li> <li>Toolbox Talks provided on smoking.</li> <li>Signage in vehicles "No Smoking".</li> <li>Policies and procedures all available to staff on Gateway, the Box and in depot.</li> <li>Drivers are advised of above measures through toolbox talks, induction, noticeboards and other internal communication means.</li> </ul>	1 x 1 = 1
4	Distractions – Use of mobile phone or other devices whilst driving; eating, reading, etc.	Driver/Other Road Users/Pedestrians  Collision resulting in serious injury or fatality and/or vehicle damage.	<ul style="list-style-type: none"> <li>Use of mobile phone/handheld devices are prohibited during driving as per The Road Traffic (NI) Order 2007, The Highway Code and Driving for Work and Workplace Transport Policy.</li> <li>Drivers must comply with all traffic regulations.</li> <li>Drivers conduct a dynamic risk assessment for their driving environment.</li> <li>Policies and procedures all available to staff on Gateway, the Box and in depot.</li> </ul>	2 x 3 = 6

No.	Hazards		What control measures are currently in place?	Current Risk Rating Likelihood x Severity Refer to Final page
	What has the potential / ability to cause harm?  Refer to list of common hazards in Guidance	Persons affected by the work activity and how?		
		Fines for driver and organisation.	<ul style="list-style-type: none"> <li>Drivers are advised of above measures through toolbox talks, induction, noticeboards and other internal communication means.</li> </ul>	
5	Excess Speed/Dangerous Driving	Driver/Other Road Users/Pedestrians  Collision resulting in serious injury or fatality and/or vehicle damage.  Penalty points and fines to driver.	<ul style="list-style-type: none"> <li>Drivers must comply with all road traffic regulations including The Road Traffic (NI) Order 2007; the Highway Code and the Driving for Work and Workplace Transport Policy.</li> <li>Drivers must drive at a speed which is safe for the driving conditions.</li> <li>Drivers must remain within the road speed limits.</li> <li>Drivers must allow sufficient time to undertake their journey.</li> <li>Vehicle tracking system monitors and reports excessive speed and driving manner (excessive braking, cornering, etc.) to line managers for appropriate corrective action.</li> <li>Drivers are advised of above measures through toolbox talks, induction, noticeboards and other internal communication means.</li> </ul>	2 x 3 = 6
6	Adverse Weather Conditions	Driver/Other Road Users/Pedestrians  Collision resulting in serious injury or fatality and/or vehicle damage.	<ul style="list-style-type: none"> <li>Drivers must comply with all road traffic regulations including The Road Traffic (NI) Order 2007; the Highway Code and the Driving for Work and Workplace Transport Policy.</li> <li>Drivers must monitor and review weather conditions – plan journey appropriate to conditions.</li> <li>Weather alerts with driving advice are provided to drivers via the handheld device and also by email to their line managers.</li> <li>Reduce speed according and maintain a safe breaking distance to weather conditions.</li> <li>Driver must check vehicle before use.</li> <li>Driver must drive with due care and attention.</li> </ul>	3 x 2 = 6

No.	Hazards  Refer to list of common hazards in Guidance	Persons affected by the work activity and how?	What control measures are currently in place?	Current Risk Rating
				Likelihood x Severity  Refer to Final page
			<ul style="list-style-type: none"> <li>Driver must carry a means of communication in-case of emergency.</li> <li>Drivers are advised of above measures through toolbox talks, induction, noticeboards and other internal communication means.</li> <li>Gateway bulletins.</li> </ul>	
7	Aggression, violence or road rage from other road users or pedestrians.	Driver/Other Road Users/Pedestrians  Collision resulting in serious injury or fatality and/or vehicle damage.  Stress, Injury and/or Anxiety Verbal or physical abuse from other road users or pedestrians.	<ul style="list-style-type: none"> <li>Drivers must comply with all road traffic regulations including The Road Traffic (NI) Order 2007; the Highway Code, The Prevention and Management of Violence and Aggression at Work Policy, Lone Worker Policy and the Driving for Work and Workplace Transport Policy.</li> <li>All incidents must be reported immediately to the line manager as per the Incident Reporting and Accident Investigation Policy.</li> <li>Inspire service available 24/7 and Occupational Health programme in place to assist staff.</li> <li>Line managers will inform drivers through handheld devices/phone of areas of civil unrest where information is available.</li> <li>Drivers are advised of above measures through toolbox talks, induction, noticeboards and other internal communication means.</li> </ul>	2 x 3 = 6
8	Driver Fatigue	Driver/Other Road Users/Pedestrians  Collision resulting in serious injury or fatality and/or vehicle damage	<ul style="list-style-type: none"> <li>Drivers must comply with all road traffic regulations including The Road Traffic (NI) Order 2007; the Highway Code and the Driving for Work and Workplace Transport Policy.</li> <li>Drivers must do a dynamic risk assessment prior to commencing driving to assess their physical/mental ability for driving.</li> <li>Working Time Directive for working hours and rest periods must be followed by all staff.</li> <li>Drivers to take rest breaks if driving continuously for a long period of time, every 2 hours, or where they feel tiredness is affecting</li> </ul>	1 x 3 = 3

No.	Hazards  What has the potential / ability to cause harm?  Refer to list of common hazards in Guidance	Persons affected by the work activity and how?	What control measures are currently in place?	Current Risk Rating
				Likelihood x Severity  Refer to Final page
			<p>driving.</p> <ul style="list-style-type: none"> <li>Where a vehicle is being shared with another insured driver, share the driving if tiredness is being experienced.</li> <li>If medication is inducing tiredness or fatigue which could adversely affect driving capabilities then the driver must report this to the line manager immediately.</li> <li>DLO job tasks generally do not involve long periods of continuous driving.</li> <li>Drivers are advised of above measures through toolbox talks, induction, noticeboards and other internal communication means.</li> </ul>	
9	Driving under the Influence of Alcohol or Drugs (included prescription) – Misuse of Substances	Driver/Other Road Users/Pedestrians  Collision resulting in serious injury or fatality and/or vehicle damage	<ul style="list-style-type: none"> <li>Drivers must comply with all road traffic regulations including The Road Traffic (NI) Order 2007; the Highway Code and the Driving for Work and Workplace Transport Policy.</li> <li>Drivers must not be under the influence of drink or illegal substances during work or driving for work.</li> <li>Drivers must report to their line manager if they are taking prescription medication that could adversely affect their driving capabilities.</li> <li>Drivers must not put themselves nor others in danger whilst conducting their employee duties as per the Health and Safety at Work Order (NI) 1978 and the Management of Health and Safety at Work Regulations (NI) 2000.</li> <li>Inspire service available 24/7 and Occupational Health programme in place to assist staff.</li> <li>Drivers are advised of above measures through toolbox talks, induction, noticeboards and other internal communication means.</li> <li>Gateway bulletins.</li> </ul>	2 x 3 = 6

No.	Hazards  Refer to list of common hazards in Guidance	Persons affected by the work activity and how?	What control measures are currently in place?	Current Risk Rating
				Likelihood x Severity  Refer to Final page
10	Unfit to Drive due to a Medical Condition/Injury	Driver/Other Road Users/Pedestrians  Collision resulting in serious injury or fatality and/or vehicle damage	<ul style="list-style-type: none"> <li>Drivers must comply with all road traffic regulations including The Road Traffic (NI) Order 2007; the Highway Code and the Driving for Work and Workplace Transport Policy.</li> <li>Drivers must inform the DVA NI of any 'notifiable medical conditions'.</li> <li>Drivers must inform their line manager if they are unfit to drive due to a medical condition/injury.</li> <li>On notification of a driver medical condition or injury which may deem them unfit to drive the line manager will liaise with HR/OH for advice and guidance.</li> <li>Inspire service available 24/7 and Occupational Health programme in place to assist staff.</li> <li>Drivers are advised of above measures through toolbox talks, induction, noticeboards and other internal communication means.</li> </ul>	2 X 3 = 6
11	Not wearing a seatbelt	Driver/Other Road Users/Pedestrians  Collision resulting in serious injury or fatality and/or vehicle damage	<ul style="list-style-type: none"> <li>Drivers must comply with all road traffic regulations including The Road Traffic (NI) Order 2007; the Highway Code and the Driving for Work and Workplace Transport Policy.</li> <li>Drivers and passengers must wear a seat belt in accordance with regulations.</li> <li>Seatbelts are fitted to all NIHE vehicles.</li> <li>Drivers are advised of above measures through toolbox talks, induction, noticeboards and other internal communication means.</li> </ul>	1 X 3 = 3
12	Reversing/Parking Vehicles	Driver/Other Road Users/Pedestrians  Collision resulting in serious injury or fatality and/or vehicle damage	<ul style="list-style-type: none"> <li>Drivers must comply with all road traffic regulations including The Road Traffic (NI) Order 2007; the Highway Code and the Driving for Work and Workplace Transport Policy.</li> <li>Banks person/Co-worker where available to provide guidance whilst reversing or parking.</li> <li>Drivers to assess area visually before reversing or parking.</li> <li>Reverse hazard sounder is fitting in all vehicles.</li> <li>Rear cameras are fitted to larger vehicles to assist drivers.</li> </ul>	2 x 2 = 4

No.	Hazards  Refer to list of common hazards in Guidance	Persons affected by the work activity and how?	What control measures are currently in place?	Current Risk Rating
				Likelihood x Severity  Refer to Final page
			<ul style="list-style-type: none"> <li>Drivers are advised of above measures through toolbox talks, induction, noticeboards and other internal communication means.</li> </ul>	
13	Road Works/Temporary Surfaces/Potholes	Driver/Other Road Users/Pedestrians  Collision resulting in serious injury or fatality and/or vehicle damage	<ul style="list-style-type: none"> <li>Drivers must comply with all road traffic regulations including The Road Traffic (NI) Order 2007; the Highway Code and the Driving for Work and Workplace Transport Policy.</li> <li>Drivers must observe temporary traffic speed limits, signage, directional instructions, works traffic light systems and proceed with caution.</li> <li>Drivers must be observant to road damage such as pot holes and drive appropriate to the conditions of the road.</li> </ul>	2 x 2 = 4
14	Breakdown (including flat tyre) by roadside	Driver/Other Road Users/Pedestrians  Collision resulting in serious injury or fatality and/or vehicle damage.  Manual handling injury whilst changing tyre.	<ul style="list-style-type: none"> <li>Drivers must comply with all road traffic regulations including The Road Traffic (NI) Order 2007; the Highway Code and the Driving for Work and Workplace Transport Policy.</li> <li>Fleet vehicles are maintained as per their service schedule by Fleet Support Unit.</li> <li>Monthly vehicle checks are conducted by depots.</li> <li>Daily driver checks are conducted by drivers.</li> <li>Defect reporting in place.</li> <li>Incident reporting and accident reporting procedures in place.</li> <li>24 hour recovery service is available to all Fleet Vehicles.</li> <li>High visibility clothing must be worn whilst roadside.</li> <li>Apply hazard lights to warn other road traffic.</li> <li>Tyres only changed by driver if competent to do so and the correct equipment available.</li> <li>Adhere to good manual handling technique.</li> <li>Breakdown procedures to be followed.</li> </ul>	1 x 2 = 2

No.	Hazards		What control measures are currently in place?	Current Risk Rating Likelihood x Severity Refer to Final page
	What has the potential / ability to cause harm?  Refer to list of common hazards in Guidance	Persons affected by the work activity and how?		
15	Lone Working	<p>Driver/Other Road Users/Pedestrians</p> <p>Collision resulting in serious injury or fatality and/or vehicle damage.</p> <p>Stress, Injury and/or Anxiety</p> <p>Verbal or physical abuse from other road users or</p>	<ul style="list-style-type: none"> <li>Drivers must comply with all road traffic regulations including The Road Traffic (NI) Order 2007; the Highway Code, the Driving for Work and Workplace Transport Policy and the Lone Working Policy.</li> <li>Drivers carry a phone/handheld device with them for communication.</li> <li>Job tasks are on operatives Evolution schedules.</li> <li>Vehicles are fitted with a vehicle tracking system.</li> <li>Incident Reporting and Accident Investigation Policy.</li> <li>Emergency services can be contacted directly by driver, passenger or other road users appropriate to the situation.</li> </ul>	3 x 2 = 6
16	Overloading of Vehicle/Insecure Load \Unstable Load	<p>Driver/Other Road Users/Pedestrians</p> <p>Load falls/moves resulting in serious injury or fatality and/or vehicle damage.</p> <p>Damage to vehicle chassis due to excess weight.</p> <p>Load moves or falls.</p>	<ul style="list-style-type: none"> <li>Drivers must comply with all road traffic regulations including The Road Traffic (NI) Order 2007; the Highway Code, and the Driving for Work and Workplace Transport Policy.</li> <li>Vehicles loaded as per the vehicle capacity limit. The capacity limit of each vehicle is present on the vehicle frame and also within its vehicle manual.</li> <li>Fleet Support unit can provide assistance on loading capacity enquires.</li> <li>Weighbridge facilities can be used locally.</li> <li>Drivers must ensure all materials are secure before travel and covered where appropriate.</li> <li>Loading ropes, bungies, tarpaulins are available from stores.</li> <li>Tasks can be planned to allow assistance using larger capacity vehicles on request.</li> </ul>	2 x 2 = 4

No.	Hazards  Refer to list of common hazards in Guidance	Persons affected by the work activity and how?	What control measures are currently in place?	Current Risk Rating
				Likelihood x Severity  Refer to Final page
17	Refueling	Driver or passenger.  Fire, skin allergy, burns.	<ul style="list-style-type: none"> <li>Drivers must comply with all road traffic regulations including The Road Traffic (NI) Order 2007; the Highway Code, the Driving for Work and Workplace Transport Policy and the Lone Working Policy.</li> <li>Smoke Free Policy applies.</li> <li>Follow COSHH Risk Assessment for Petrol/Diesel/Oil/Lubricants.</li> <li>No smoking whilst refueling vehicles/plant.</li> <li>Follow safety signage/instructions at service stations and in depot.</li> <li>Wear nitrile gloves or make use of gloves at service stations.</li> </ul>	1 x 3 = 3
18	Ergonomics	Driver or passenger.  Poor sitting position or defective seat leading to MSDs (back pain, leg and arm neck pain, cramp, etc.)	<ul style="list-style-type: none"> <li>Drivers must comply with all road traffic regulations including The Road Traffic (NI) Order 2007; the Highway Code, and the Driving for Work and Workplace Transport Policy.</li> <li>Toolbox Talks.</li> <li>Fleet vehicles are maintained as per their service schedule by Fleet Support Unit.</li> <li>Monthly vehicle checks are conducted by depots.</li> <li>Daily driver checks are conducted by drivers.</li> <li>Defects Reporting Procedure</li> <li>Seat and head rest adjustments (where available in vehicle/plant)</li> <li>Occupational Health service available to full time staff.</li> <li>Good posture to be maintained whilst seated.</li> </ul>	2 x 1 = 2
19	Noise and Vibration	Driver (of Plant, e.g. tractor, ATV, excavator, grass cutter)  Noise induced hearing loss.	<ul style="list-style-type: none"> <li>Drivers must comply with all road traffic regulations including The Road Traffic (NI) Order 2007; the Highway Code, the Driving for Work and Workplace Transport Policy and the Lone Working Policy.</li> <li>Toolbox Talks.</li> <li>Fleet vehicles are maintained as per their service schedule by Fleet Support Unit.</li> </ul>	2 x 1 = 2

No.	Hazards  What has the potential / ability to cause harm?  Refer to list of common hazards in Guidance	Persons affected by the work activity and how?	What control measures are currently in place?	Current Risk Rating
				Likelihood x Severity  Refer to Final page
		HAV or Whole Body Vibration	<ul style="list-style-type: none"> <li>Monthly vehicle checks are conducted by depots.</li> <li>Daily driver checks are conducted by drivers.</li> <li>Defects Reporting Procedure</li> <li>Follow manufacture operators manual.</li> <li>PPE (Hearing Protections/Gloves available)</li> <li>Follow safety signage on plant.</li> <li>Noise and vibrations risk assessments.</li> <li>Job task rotation.</li> <li>Occupational Health Programme</li> </ul>	
20	Fire	<p>Driver and passenger.</p> <p>Burns, asphyxiation – electrical faults, or accidental ignition.</p>	<ul style="list-style-type: none"> <li>Drivers must comply with all road traffic regulations including The Road Traffic (NI) Order 2007; the Highway Code, the Driving for Work and Workplace Transport Policy, Smoking (NI) Order 2006; NIHE Smoke Free Policy and the Lone Working Policy.</li> <li>Fleet vehicles are maintained as per their service schedule by Fleet Support Unit.</li> <li>Monthly vehicle checks are conducted by depots.</li> <li>Daily driver checks are conducted by drivers.</li> <li>Defects Reporting Procedure</li> <li>No smoking in works vehicles.</li> <li>COSHH Risk Assessments available for work tasks.</li> <li>Fire Extinguisher available within vehicle and regularly checked.</li> </ul>	1 x 3 = 3

No.	Legislation, Guidance and other Sources of information consulted (including dates)	What further action is necessary?	Action by whom	Due Date	Date Completed	Residual Risk Rating Likelihood x Severity Refer to Final page	
1	<p>Un-roadworthy Vehicle</p> <ul style="list-style-type: none"> <li>• The Road Traffic (NI) Order 2007</li> <li>• Driving for Work and Workplace Transport Policy.</li> <li>• The Highway Code</li> <li>• Workplace Transport Safety INDG99 rev 2</li> <li>• Health and Safety at Work Order (NI) 1978</li> <li>• The Management of Health and Safety at Work Regulations (NI) 2000</li> <li>• PUWER (NI) 1999</li> </ul>	Apply the Hierarchy of Controls  Refer to Guidance for completing a General Health & Safety Risk Assessment	No further actions required.	n/a	n/a	n/a	2 x 2 = 4
2	<p>Unlicenced or untrained driver</p> <ul style="list-style-type: none"> <li>• The Road Traffic (NI) Order 2007</li> <li>• Driving for Work and Workplace Transport Policy.</li> <li>• The Highway Code</li> <li>• Workplace Transport Safety INDG99 rev 2</li> <li>• Health and Safety at Work Order (NI) 1978</li> <li>• The Management of Health and Safety at Work Regulations (NI) 2000</li> <li>• PUWER (NI) 1999</li> </ul>		No further actions required.	n/a	n/a	n/a	2 x 2 = 4
3	<p>Smoking including E-Cigarettes</p> <ul style="list-style-type: none"> <li>• The Road Traffic (NI) Order 2007</li> <li>• Driving for Work and Workplace Transport Policy.</li> <li>• The Highway Code</li> <li>• Workplace Transport Safety INDG99 rev 2</li> <li>• Smoking Order (NI) 1992</li> </ul>		No further actions required.	n/a	n/a	n/a	1 x 1 = 1

No.	Legislation, Guidance and other Sources of information consulted (including dates)	What further action is necessary?	Action by whom	Due Date	Date Completed	Residual Risk Rating Likelihood x Severity Refer to Final page
	<ul style="list-style-type: none"> <li>• Health and Safety at Work Order (NI) 1978</li> <li>• The Management of Health and Safety at Work Regulations (NI) 2000</li> <li>• NIHE Smoke Free Policy</li> </ul>	Apply the Hierarchy of Controls Refer to Guidance for completing a General Health & Safety Risk Assessment				
4	<p>Distractions – Use of mobile phone or other devices whilst driving; eating, reading, etc.</p> <ul style="list-style-type: none"> <li>• The Road Traffic (NI) Order 2007</li> <li>• Driving for Work and Workplace Transport Policy.</li> <li>• The Highway Code</li> <li>• Workplace Transport Safety INDG99 rev 2</li> <li>• Health and Safety at Work Order (NI) 1978</li> <li>• The Management of Health and Safety at Work</li> <li>• Safer Driving for Work Handbook (ROSPA)</li> </ul>	No further actions required.	n/a	n/a	n/a	2 x 3 = 6
5	<p>Excess Speed/Dangerous Driving</p> <ul style="list-style-type: none"> <li>• The Road Traffic (NI) Order 2007</li> <li>• Driving for Work and Workplace Transport Policy.</li> <li>• The Highway Code</li> <li>• Workplace Transport Safety INDG99 rev 2</li> <li>• Health and Safety at Work Order (NI) 1978</li> <li>• The Management of Health and Safety at Work</li> <li>• Safer Driving for Work Handbook (ROSPA)</li> </ul>	No further actions required.	n/a	n/a	n/a	2 x 3 = 6

No.	Legislation, Guidance and other Sources of information consulted (including dates)	What further action is necessary?	Action by whom	Due Date	Date Completed	Residual Risk Rating Likelihood x Severity Refer to Final page
6	<p>Adverse Weather Conditions</p> <ul style="list-style-type: none"> <li>• The Road Traffic (NI) Order 2007</li> <li>• Driving for Work and Workplace Transport Policy.</li> <li>• The Highway Code</li> <li>• Workplace Transport Safety INDG99 rev 2</li> <li>• Health and Safety at Work Order (NI) 1978</li> <li>• The Management of Health and Safety at Work</li> <li>• Safer Driving for Work Handbook (ROSPA)</li> </ul>	No further actions required.	n/a	n/a	n/a	3 x 2 = 6
7	<p>Aggression, violence or road rage from other road users or pedestrians.</p> <ul style="list-style-type: none"> <li>• The Road Traffic (NI) Order 2007</li> <li>• Driving for Work and Workplace Transport Policy.</li> <li>• The Highway Code</li> <li>• Workplace Transport Safety INDG99 rev 2</li> <li>• Health and Safety at Work Order (NI) 1978</li> <li>• The Management of Health and Safety at Work</li> <li>• The Prevention and Management of Violence and Aggression at Work Policy</li> <li>• Lone Worker Policy</li> </ul>	No further actions required.	n/a	n/a	n/a	2 x 3 = 6
8	<p>Driver Fatigue</p> <ul style="list-style-type: none"> <li>• The Road Traffic (NI) Order 2007</li> <li>• Driving for Work and Workplace Transport Policy.</li> <li>• The Highway Code</li> <li>• Workplace Transport Safety INDG99 rev 2</li> </ul>	No further actions required.	n/a	n/a	n/a	1 x 3 = 3

No.	Legislation, Guidance and other Sources of information consulted (including dates)	What further action is necessary?	Action by whom	Due Date	Date Completed	Residual Risk Rating Likelihood x Severity Refer to Final page
	<ul style="list-style-type: none"> <li>• Health and Safety at Work Order (NI) 1978</li> <li>• The Management of Health and Safety at Work</li> <li>• Safer Driving for Work Handbook (ROSPA)</li> </ul>	Apply the Hierarchy of Controls Refer to Guidance for completing a General Health & Safety Risk Assessment				
9	Driving under the Influence of Alcohol or Drugs (included prescription) – Misuse of Substances <ul style="list-style-type: none"> <li>• The Road Traffic (NI) Order 2007</li> <li>• Driving for Work and Workplace Transport Policy.</li> <li>• The Highway Code</li> <li>• Workplace Transport Safety INDG99 rev 2</li> <li>• Health and Safety at Work Order (NI) 1978</li> <li>• The Management of Health and Safety at Work</li> <li>• Safer Driving for Work Handbook (ROSPA)</li> </ul>	No further actions required.	n/a	n/a	n/a	2 x 3 = 6
10	Unfit to Drive due to a Medical Condition/Injury <ul style="list-style-type: none"> <li>• The Road Traffic (NI) Order 2007</li> <li>• Driving for Work and Workplace Transport Policy.</li> <li>• The Highway Code</li> <li>• Workplace Transport Safety INDG99 rev 2</li> <li>• Health and Safety at Work Order (NI) 1978</li> <li>• The Management of Health and Safety at Work</li> <li>• Safer Driving for Work Handbook (ROSPA)</li> </ul>	No further actions required.	n/a	n/a	n/a	2 X 3 = 6

No.	Legislation, Guidance and other Sources of information consulted (including dates)	What further action is necessary?	Action by whom	Due Date	Date Completed	Residual Risk Rating Likelihood x Severity Refer to Final page	
11	<p>Not wearing a seatbelt</p> <ul style="list-style-type: none"> <li>• The Road Traffic (NI) Order 2007</li> <li>• Driving for Work and Workplace Transport Policy.</li> <li>• The Highway Code</li> <li>• Workplace Transport Safety INDG99 rev 2</li> <li>• Health and Safety at Work Order (NI) 1978</li> <li>• The Management of Health and Safety at Work</li> <li>• Safer Driving for Work Handbook (ROSPA)</li> </ul>	Apply the Hierarchy of Controls  Refer to Guidance for completing a General Health & Safety Risk Assessment	No further actions required.	n/a	n/a	n/a	1 X 3 = 3
12	<p>Reversing/Parking Vehicles</p> <ul style="list-style-type: none"> <li>• Workplace Transport Safety INDG99 rev 2</li> <li>• Safer Driving for Work Handbook (ROSPA)</li> <li>• Driving for Work and Workplace Transport Policy.</li> <li>• The Highway Code</li> </ul>		No further actions required.	n/a	n/a	n/a	2 x 2 = 4
13	<p>Road Works/Temporary Surfaces/Potholes</p> <ul style="list-style-type: none"> <li>• Workplace Transport Safety INDG99 rev 2</li> <li>• Safer Driving for Work Handbook (ROSPA)</li> <li>• Driving for Work and Workplace Transport Policy.</li> <li>• The Highway Code</li> </ul>		No further actions required.	n/a	n/a	n/a	2 x 2 = 4

No.	Legislation, Guidance and other Sources of information consulted (including dates)	What further action is necessary?	Action by whom	Due Date	Date Completed	Residual Risk Rating Likelihood x Severity Refer to Final page
14	<p>Breakdown (including flat tyre) by roadside</p> <ul style="list-style-type: none"> <li>• Workplace Transport Safety INDG99 rev 2</li> <li>• Safer Driving for Work Handbook (ROSPA)</li> <li>• Driving for Work and Workplace Transport Policy.</li> <li>• The Highway Code</li> </ul>	No further actions required.	n/a	n/a	n/a	1 x 2 = 2
15	<p>Lone Working</p> <ul style="list-style-type: none"> <li>• The Road Traffic (NI) Order 2007</li> <li>• Driving for Work and Workplace Transport Policy.</li> <li>• The Highway Code</li> <li>• Workplace Transport Safety INDG99 rev 2</li> <li>• Health and Safety at Work Order (NI) 1978</li> <li>• The Management of Health and Safety at Work</li> <li>• The Prevention and Management of Violence and Aggression at Work Policy</li> <li>• Lone Worker Policy</li> </ul>	No further actions required.	n/a	n/a	n/a	3 x 2 = 6
16	<p>Overloading of Vehicle/Insecure Load \Unstable Load</p> <ul style="list-style-type: none"> <li>• Workplace Transport Safety INDG99 rev 2</li> <li>• Safer Driving for Work Handbook (ROSPA)</li> <li>• Driving for Work and Workplace Transport Policy.</li> <li>• The Highway Code</li> </ul>	No further actions required.	n/a	n/a	n/a	2 x 2 = 4

No.	Legislation, Guidance and other Sources of information consulted (including dates)	What further action is necessary?	Action by whom	Due Date	Date Completed	Residual Risk Rating Likelihood x Severity Refer to Final page
17	<p>Refueling</p> <ul style="list-style-type: none"> <li>• Workplace Transport Safety INDG99 rev 2</li> <li>• Safer Driving for Work Handbook (ROSPA)</li> <li>• Driving for Work and Workplace Transport Policy.</li> <li>• The Highway Code</li> <li>• COSHH (NI) 2003</li> </ul>	No further actions required.	n/a	n/a	n/a	1 x 3 = 3
18	<p>Ergonomics</p> <ul style="list-style-type: none"> <li>• Workplace Transport Safety INDG99 rev 2</li> <li>• Safer Driving for Work Handbook (ROSPA)</li> <li>• Driving for Work and Workplace Transport Policy.</li> <li>• The Highway Code</li> </ul>	No further actions required.	n/a	n/a	n/a	2 x 1 = 2
19	<p>Noise and Vibration</p> <ul style="list-style-type: none"> <li>• The Road Traffic (NI) Order 2007</li> <li>• Driving for Work and Workplace Transport Policy.</li> <li>• The Highway Code</li> <li>• Health and Safety at Work Order (NI) 1978</li> <li>• The Management of Health and Safety at Work</li> <li>• COSHH (NI) 2003</li> <li>• Control of Noise at Work Regulations (NI) 2006</li> <li>• Control of Vibration at Work Regulations (NI) 2005</li> </ul>	No further actions required.	n/a	n/a	n/a	2 x 1 = 2

No.	Legislation, Guidance and other Sources of information consulted (including dates)	What further action is necessary? Apply the Hierarchy of Controls Refer to Guidance for completing a General Health & Safety Risk Assessment	Action by whom	Due Date	Date Completed	Residual Risk Rating Likelihood x Severity Refer to Final page
20	Fire <ul style="list-style-type: none"> <li>• The Road Traffic (NI) Order 2007</li> <li>• Driving for Work and Workplace Transport Policy.</li> <li>• The Highway Code</li> <li>• Health and Safety at Work Order (NI) 1978</li> <li>• The Management of Health and Safety at Work</li> <li>• COSHH (NI) 2003</li> </ul>	No further actions required.	n/a	n/a	n/a	1 x 3 = 3

Completed by: (Print Name)	[REDACTED]	Signature	[REDACTED]	Date	06/07/2021
Approved by: Line Manager (Print Name)	[REDACTED]	Signature	[REDACTED]	Date	07/07/2021

This risk assessment should be reviewed regularly (minimum annually) or if you think it might no longer be valid, e.g. following an accident or if there are any significant changes to the activity, such as new work equipment. It is to be circulated to relevant staff (those who carry out the activity).

**Health & Safety Risk Assessment Review form**

<b>Department:</b> DLO	<b>Local Reference Number:</b> GENDR01
<b>Brief description of activity assessed:</b> DRIVING FOR WORK – OPERATIONAL OWNED VEHICLES (FLEET) – all regions of DLO. Includes all vehicles/plant registered to drive on public highways.	
<b>Date of initial assessment:</b> 06/07/2021	<b>Completed by:</b> [REDACTED]

Date of Review	Completed by	Comments on any changes or observations on compliance with the required controls	Outstanding concerns	Is it necessary to undertake a new risk assessment? Yes / No	Date completed	Reviewed Risk Rating
08/09/22	[REDACTED]	No amendments.	n/a	No	08/09/22	Y

## Risk Rating Matrix

Risk Rating Matrix Likelihood x Severity (LxS)			Likelihood (L)				Risk Level
			Rare / Very Unlikely	Unlikely	Likely	Very Likely	
			1	2	3	4	
Severity (S)	Major	4	4	8	12	16	1 – 2 = Low
	Significant	3	3	6	9	12	3 – 6 = Medium
	Moderate	2	2	4	6	8	8 – 12 = High
	Minor	1	1	2	3	4	16 = Intolerable

Severity	Interpretation – The potential severity of harm caused by the hazard.
4 - Major	Foreseeable long term injury, illness or fatality. Long stay in hospital for treatment. HSENI Prohibition Notice served.
3 - Significant	High level of foreseeable severe injuries, hospital attendance. HSENI Improvement Notice served.
2 - Moderate	High level of foreseeable minor injuries, low level of foreseeable major injuries, GP attendance. HSENI letter served.
1 - Minor	Low level of foreseeable minor injuries, First Aid Treatment required.
Likelihood	Interpretation – The likelihood that harm will occur.
4 - Very Likely	More than 75% chance of occurring, a persistent issue
3 - Likely	41% to 75% chance of occurring, will probably occur but not a persistent issue
2 - Unlikely	10% to 40% chance of occurring
1 - Rare / Very Unlikely	Less than 10% chance of occurring