



Compass Group (UK)

Managing Occupational Road Risk Policy and Procedures

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1.0 Purpose

The purpose of this policy is to set out the Compass Group UK (The Organisation's) approach and expectations in relation to managing occupational road risk in accordance with relevant UK legislation, HSE guidance and industry best practice.

2.0 Scope

This policy is relevant to individuals based in the UK only. For individuals based in the Republic of Ireland, please refer to a separate policy and guidance.

3.0 Objectives

The objectives of this policy and the online driver risk management programme, is to effectively manage occupational road risk, so far as is reasonably practicable to ensure:

- Individuals are aware of the main risks they may be exposed to;
- Individuals are aware of how their actions can impact risk when driving a vehicle;
- Individuals are provided with information, instruction and training to support the implementation of safe driving skills and behaviours;
- Vehicles used for business operations are maintained in a safe and roadworthy condition.

4.0 Area of Application

This policy and its associated procedures apply to all individuals who:

- Are provided with a company vehicle; (benefit drivers and essential users);
- Use their own vehicle to carry out business travel on behalf of The Organisation (grey fleet);
- Receive a cash for car allowance;
- Drive a unit or pool hire vehicle as part of their job role;
- Managers who have team members who conduct business travel reporting into them.

Where an individual is required to drive a vehicle for work with a maximum authorised mass in excess of 3500kg or a passenger carrying vehicle with more than 8 seats, the relevant HSE Sector Lead must be notified in the first instance.

5.0 Relevant Legislation and Governing Bodies

The Health and Safety at Work etc Act 1974

The Road Traffic Act 1988

The Road Safety Act 2006

The Road Traffic Offenders Act 1988

The Highway Code

The Driver and Vehicle Licensing Agency (DVLA)

When taking a vehicle outside of the UK, individuals who have a company car must ensure they follow the LEX Autolease notification procedure prior to travel. All individuals must ensure they are familiar with local legislation and requirements. Travel information can be found on the GOV.UK website.

6.0 Relevant Company Policies

Compass Group UK and Ireland Car Policy

Compass Group UK and Ireland Alcohol, Drugs & Substance Abuse Policy

Compass Group UK and Ireland Smoke Free Policy

Compass Group UK and Ireland Severe Weather Policy

Compass Group UK and Ireland Travel Expense Policy

Compass Group UK and Ireland Disciplinary Policy

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7.0 General Responsibilities

7.1 Line Manager Responsibilities

Line managers must ensure:

- Individuals that report into them understand their responsibilities as set out in this policy and have completed all elements of the online driver training risk management programme at the frequencies required;
- They monitor operational workload, and in particular the impact of any driver related business travel;
- They discuss with relevant individuals any driver related concerns;
- They report any driver/risk related matters concerning an individual to their HR Business Partner;
- All driving related accidents and incidents involving any of their team are reported on AIR3 immediately.

7.2 Driver Responsibilities

All individuals must adhere to this policy. Failure to comply with these requirements may lead to vehicle and/or cash benefits/remuneration being withdrawn and/or disciplinary investigations.

8.0 Driver Safety Risk Management Programme

8.1 Overview

To assist The Organisation with reducing, so far as reasonably practicable, its occupational road risk to employees and other third parties, a comprehensive online driver safety management programme has been implemented. ttc Continuum (ttc) have been appointed to host this programme via their online platform which offers the following functions and requires all individuals where requested to:

- Provide their driver licence information for periodic validation;
- Provide their vehicle documentation (Grey fleet);
- Complete online driver training and risk profiling modules;
- Attend group training seminars and/or participate in on-road driver training where required.

8.2 Employee Driver Licence Checks

All individuals must have their driving licence checked at periodic intervals. The frequency of these checks is determined by the current number of unspent points on their licence:

- 0 - 5 penalty points on licence - checked at 12 monthly intervals;
- 6 - 8 penalty points on licence - checked at 6 monthly intervals;
- 9 or more penalty points on licence - checked at 3 monthly intervals.

All driver licences will be checked at the determined frequency outlined above to verify:

- They are a full UK or foreign licence (no learners or provisional licence holders);
- The licence is in date and the photo provided on the licence has not expired;
- The individual holds the correct entitlement category for the vehicle to be driven;
- The total number of any unspent penalty points accumulated does not exceed the DVLA authorised threshold.
- The licence is not currently revoked by the DVLA for any reason.

8.2.1 For individuals who drive a personal company car or use their own vehicle, driver licence validation requests will automatically be sent to the individual, by ttc via email. The individual must provide the requested information to ttc via their online portal access. ttc will carry out the driver licence validation checks and confirm the outcome with the

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individual by email. Where an individual does not meet a satisfactory licence check, they must not drive any vehicle issued by The Organisation or drive any other vehicle in relation to business travel.

- 8.2.2** Line managers are responsible for requesting a driver licence check for any members of their team who are required to drive a unit or pool vehicle. This must be requested via People Works using the Fleet Licence Check Request Form. ttc will contact the individual via email to obtain their driver licence details for validation. ttc will confirm the outcome of the check with the individual via email, who must then share the ttc email confirmation with their line manager to confirm they are eligible to drive.

Individuals must notify their line manager immediately if they have any prosecutions pending or penalties imposed for road traffic offences, or of any change to their personal circumstance that might affect their ability to drive.

Individuals are responsible for ensuring their licences are renewed upon expiry. The Organisation will not be responsible for notifying individuals when their licences are due to expire. Individuals will also be responsible for ensuring their driving licence is updated to account for any change to their main residential address.

8.3 Driver Licence Checks for Additional Drivers

Where an individual has been issued a company vehicle and wishes to add an additional driver, they must refer to the Compass Group UK and Ireland Car Policy to ensure the additional driver meets eligibility requirements and then provide the additional drivers licence details to ttc for validation. Additional drivers will have their licence checked and must meet the same criteria as detailed in Section 8.2 and must notify The Organisation via their vehicle host of any prosecutions pending or penalties imposed for road traffic offences, or of any change of their personal circumstance that might affect their driving ability.

Online driver training, risk profiling, group training seminars and on road driver support as detailed in Sections 8.5 and 8.6 will not extend to additional drivers.

8.4 Vehicle Documentation Checks

All individuals who use their own vehicle for business purposes and/or receive a cash for car allowance-must provide their vehicle registration number and valid proof of documentation via their online portal to ttc to demonstrate the vehicle meets legal roadworthiness compliance by way of holding a current MOT certificate (where applicable), tax and motor insurance cover which must include business travel cover. (Occasional business use cover is not accepted as sufficient). Individuals must not use their vehicle for business purposes if ttc have confirmed that the vehicles legal compliance has not been met.

8.5 Online Driver Risk Profiling and Training

All individuals with the exception of additional drivers, must complete the mandatory online driver risk profiling via their user training portal and complete further risk profiling and training at regular intervals as requested by ttc.

8.6 Group Training Seminars and On-Road Driver Assessments

Where an individual's online driver risk profiling identifies areas of risk, they may be requested to attend either a driver safety training seminar or undertake a 1-2-1 driver on-road assessment. All seminars and on-road assessments are conducted by an appointed trainer supplied by ttc. Driver

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safety training seminars will be delivered either via an online accessible platform such as Teams or will be delivered face to face at a suitable UK location.

1-2-1 driver training sessions can be conducted from the individuals home address or other suitable meeting point agreed by both parties and will be completed in work time.

In addition, any individual who:

- Is new to driving in the UK;
- Has had their licence re-issued following a driving disqualification;
- Has 9 or more unspent penalty points on their driver licence;
- Has been involved in any road traffic collision (RTC) where they, as the driver, are deemed to be at fault;

Will automatically be required to complete a 1-2-1 on road driver assessment.

9.0 Driver Fitness

9.1 Prescribed Medications and Health Conditions

Some prescription and over the counter medications can affect judgement, coordination and reaction times. Individuals must check any medication they are taking does not affect their ability to drive. Individuals must also be aware that certain health conditions may also affect their ability to drive, and some are reportable to the DVLA. If individuals have any concerns these should be discussed with their GP and line manager in the first instance. For further detail of what medical conditions are notifiable to the DVLA, visit the GOV.UK website.

9.2 Consumption of Alcohol, Drugs or Substances

It is illegal to drive or be in control of a vehicle whilst under the influence of alcohol, drugs or substances. Any individual who is found to be in breach of this law may be liable to summary dismissal. Refer to the Compass Group UK and Ireland Alcohol, Drugs & Substance Abuse Policy for further information and details of the drugs and substances which are included.

9.3 Eyesight and Eyesight Tests

Individuals must be able to satisfy the driver eyesight requirements as laid out in the Highway Code and if prescribed any corrective eyewear to enable them to meet these standards, these must be used at all times when driving. For further detail of eyesight requirements and what is notifiable to the DVLA, visit the GOV.UK website.

9.4 Fatigue

Driving when tired can be as dangerous as driving whilst under the influence of alcohol, drugs or substances. Individuals should ensure they have taken sufficient rest prior to driving and, when planning a long journey, consideration must be given to ensure sufficient rest breaks are taken during travel. When planning workloads and where journeys or working days are long, individuals should consider using public transport and/or arranging overnight stays. Video and teleconferences are also useful alternative options to assist with reducing travel times.

Journey planning should also take into consideration predicted weather and traffic conditions in order to ensure safety and to avoid unnecessary additional journey times. For further details of adverse weather refer to the Compass Group UK and Ireland Severe Weather Policy.

9.5 Vehicle Ergonomics

Vehicle ergonomics should be considered, especially when individuals are regularly driving or driving on long journeys. Poor seating or steering wheel positions can often have an effect on comfort, and can lead to fatigue, irritability, musculoskeletal pain related conditions and lack of

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concentration. Individuals who are experiencing pain related issues should speak with their line manager for further support and guidance.

10.0 Vehicle Fitness and Driver On-Road Safety

10.1 Daily Vehicle Checks

Individuals should take time prior to their daily journey to check all headlights, taillights and indicators on the vehicle are clean and operate correctly, the tyres are in good condition, the windscreen, windows and mirrors are clean, there is sufficient screen wash and the jets work correctly, all fluid levels are topped up and fuel or charge levels of the vehicle are sufficient. The formal recording of daily vehicle checks is not required.

10.2 Weekly Vehicle Checks

Individuals who are in control of any unit pool vehicles must ensure, in addition to daily checks, a weekly check is completed for each vehicle and recorded on the Weekly Vehicle Checklist document. This can be downloaded from the HSE website.

10.3 Vehicle Breakdown and Recovery

Company cars are automatically covered in the event of vehicle breakdown and individuals should follow the process specified by Lex Autolease. It is strongly recommended that individuals who carry out business travel in their own vehicle also seek adequate vehicle breakdown cover.

10.4 Road Traffic Collisions

If an individual is involved in a road traffic collision involving damage to their vehicle, a third party's vehicle or property, or if a person or specified animal* has been killed or injured, they must by law stop and remain at the scene for a reasonable period. Individuals must exchange vehicle and contact details with any third party involved in the accident and take contact details of all witnesses. If someone has been injured, individuals are legally required to make a report at a police station or to a police officer as soon as possible and within a maximum of 24 hours to comply with the Road Traffic Act 1988. Further details for the reporting of accidents can be found in the Compass Group UK and Ireland Car Policy.

** Specified animals include horses, cattle, asses, mules, sheep, pigs, goats or dogs, but not cats or wild animals.*

All individuals who carry out business travel have a responsibility to report all driving related accidents and incidents to their line manager. These must also be reported on the AIR3 reporting system.

10.5 Driver and Passenger Safety

Individuals are responsible for their own safety and the safety of all passengers. They must ensure the number of occupants does not exceed the number the vehicle is designed for and that all occupants wear their seatbelts when travelling. Individuals must ensure they are familiar with the vehicle and its controls, drive in accordance with road traffic laws and the Highway Code and drive in a manner so as not to put themselves and others at risk. Individuals must drive according to speed limits and must make adjustments to suit environmental conditions. Vehicle distractions must be kept to a minimum. It is strongly recommended individuals refrain from eating and drinking whilst driving.

10.6 Mobile Phone Use

The use of hand-held mobile phones whilst driving is illegal. Individuals are required to find a safe place to stop when making or receiving calls on a hand-held device. Mobile phones can be linked

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to a hands-free system, however, individuals must not manually operate any of the functions whilst driving. Under no circumstances may emails or text messages be read, written or sent or conference calls be attended either by voice or camera whilst driving, even if the device is programmed to be hands free.

If an individual knows the person they are contacting may be driving, they should try and delay the call until the person has reached their destination. If a call is made and it is established the recipient is driving, both parties should ensure the call is kept to a minimum.

10.7 Use of In-Car Accessories

When using a satellite navigation system or other in-car accessories such as MP3 players or dash-cam system, individuals must not manually operate the system whilst driving and ensure any portable systems are securely mounted, do not obscure the driver's vision and cables do not interfere with vehicle controls.

10.8 Smoking and Electronic Cigarettes (Vaping)

Smoking or vaping is not permitted in any company issued vehicle, nor in vehicles occupied by more than one person to prevent passive smoking. For further information, refer to the Compass Group UK and Ireland Smoke Free Policy.

10.9 Personal Safety

Individuals must consider their personal safety when driving. Items such as laptops or bags should be stowed safely so as not to cause distraction, injury or interfere with vehicle controls.

Individuals must give consideration to their personal safety when taking journey breaks and charging electric vehicles. Journey breaks must be taken in safe places such as service stations or a well-lit lay-by and individuals should refrain from charging electric vehicles in remote areas. Individuals must not pick up hitchhikers.

Individuals must ensure their personal safety and the safety of any passengers in the event of vehicle breakdown. Safety information can be found in the Highway Code.

10.10 Vehicle and Contents Security

Individuals are responsible for the security of their vehicle and its contents. The security of any property owned by The Organisation such as mobile phones, laptops and documentation must be considered when the vehicle is left unattended. It is strongly recommended that this approach is also adopted for all personal items of value.

10.11 Safe Loading of Transport of Goods

Vehicles must be loaded in accordance with manufactures' guidance and vehicles must not be overloaded. Goods and equipment must be loaded in such a way to not compromise a vehicles stability or exceed axle capacity and must be fully secured to prevent movement during transit.

10.12 Carriage of Hazardous Goods

Employees must not carry any hazardous goods without first consulting their relevant HSE Sector Lead. Hazardous goods may only be carried in full compliance with relevant legislation.

10.13 Towing Trailers

If an individual is required to tow a trailer for business purposes, the relevant HSE Sector Lead must be notified in the first instance prior to trailer use.

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