



# Phillips Joinery Limited

Joinery Manufacturers

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## Phillips Joinery Ltd Driving for Work Policy      March 2025

### General Statement

We recognise that our vehicles represent the face Phillips Joinery Ltd whilst they are on the road, and we wish our drivers to be acknowledged by our customers, their employees and the public, as being socially and environmentally responsible in their approach to driving.

Our policy is to take the risks associated with the use of vehicles into account during management decision-making processes, and to further the knowledge, develop the attitude and influence the driving behaviour of our employees in order to significantly reduce 'accidents' that occur during our driving activities.

Every driver in the organisation is expected to participate in, and be committed to, our Road Safety Policy. We owe this to the general public, our customers, our colleagues, our families and, not least, ourselves.

To achieve the policy we expect management at all levels to actively champion our risk reduction programme and to use the associated processes and procedures to reduce work-related road traffic 'accidents'. We expect **all drivers** to drive safely and courteously, to read and use relevant documentation, and to work with Phillips Joinery Ltd on our programme to reduce the risks to which we are all exposed.

We wish to set standards others can follow and to create an internal safety-aware culture of which we can be proud.

Phillips Joinery Ltd recognises that the occupational risks associated with driving are related to a wide-range of factors including:

- Driver competence.
- Vehicle fitness for purpose.
- Shift working and total hours worked.
- Lone working.

Phillips Joinery Ltd is committed to developing, implementing and maintaining all reasonable

measures to protect the health and safety of those driving on company business.

## **Driving-related Risk Mitigation Control Measures**

### **Guidance for Managers**

Phillips Joinery Ltd acknowledges that those driving on the authority's business may be at increased occupational risks related to:

- Fatigue.
- Stress.
- Working alone.
- Unforeseen events.

Phillips Joinery Ltd recognises that procedures and processes need to be developed and maintained to reduce these risks as far as reasonably practicable and to take steps to effectively manage those that cannot be avoided.

To this end each manager will:

- Ensure that risk assessments are completed and that journeys are planned and allocated in accordance with the findings of these assessments.
- Ensure as far as is reasonably practicable that all those driving on business are competent and fit to do so.
- Provide any additional training that may be deemed necessary to reduce driving-related occupational risks.
- Encourage a sensible and mature attitude towards motor vehicles and driving in all employees.
- Ensure as far as is reasonably practicable that Phillips Joinery Ltd's vehicles are suitable for their purpose.
- Provide and maintain additional tools and equipment necessary for the purposes of the journey.
- Provide sufficient information and guidance for management to enable them to understand the additional occupational risks involved in driving.

### **Safe Systems of Work**

Phillips Joinery Ltd has a duty to develop, implement and maintain safe systems of work for all employees regardless of the nature of the employee's tasks and the environment within which they are performed. This requires that adequate processes and procedures are in place to manage driver-related risks. With respect to reducing occupational risks to employees who are required to drive as part of their employment Phillips Joinery Ltd will put procedures in place to ensure the following:

#### **Fitness of the Vehicle for its Purpose**

Phillips Joinery Ltd will ensure that vehicles used in journeys are matched with the purpose of the journey and that they are suited as far reasonably practicable to any load being transported, terrain to be covered and delivery conditions.

### **Breakdown and Repair**

Phillips Joinery Ltd will ensure that drivers have adequate access to technical and personal support in the case of breakdown or accident. These services will be provided in a prompt and reliable manner by competent persons.

### **Vehicle Maintenance**

Phillips Joinery Ltd will ensure that competent personnel maintain all vehicles registered for use on Phillips Joinery Ltd's business to a sufficient standard. Phillips Joinery Ltd will ensure that necessary repairs are made in a reasonable time frame and that no vehicle in an unfit state will be knowingly used on Phillips Joinery Ltd's business.

### **Safe Working Hours**

All employees who are covered by the EU Drivers hours rules and/or UK domestic driver hours rules, shall adhere to them at all times.

As a general guide, managers should be aware that the following guidelines are considered to be good practice.

- A maximum of 9 hours driving in any working day (can be increased to 10 hours twice a week); and, within which:
  - A maximum of 4.5 hours' continuous driving without a break from actual driving, whichever comes first, after which at least a 45-minute break must be taken (leaving the cab or driving seat of the vehicle, would constitute a break from driving). A break can be split into 2 periods, the first being at least 15 minutes and the second at least 30 minutes (which must be completed after 4.5 hours driving).
  - A maximum of 56 hours weekly driving limit.
  - A maximum 90 hours fortnightly driving limit.
  - 11 hours daily rest which can be reduced to 9 hours no more than 3 times a week.

When considering the use of driving-related risk mitigation control measures, managers must make a conscious evaluation, balancing risk against cost. The result of this evaluation must ensure that risk control measures are not excessive (possibly resulting in wasted resources), nor insufficient (leading to unnecessary risk). This will require skill, knowledge and judgement on management's part.

These control measures should be implemented on the hierarchical basis demonstrated below:

1. **Elimination of journey** – this may be done by challenging the need for the journey or by the use of technology. For example, the use of teleconferencing or online systems.
2. **Change in mode of transport** – simply swapping to a safer means in exceptional circumstances as agreed by the appropriate line managers.
3. **Journey planning** – Phillips Joinery Ltd will take all reasonably practicable measures to ensure that journeys are sensibly scheduled, that unnecessary travel is reduced to the minimum and that sufficient time is allowed for both journey and any loading/unloading. No driver will be penalised for delays due to circumstances beyond their reasonable control or encouraged to extend their working hours in a manner that may increase their own risks of accident or injury or those of other road users. Phillips Joinery Ltd will roster journeys so

that drivers' working hours are kept at the levels recommended by best practice wherever possible and to make sure that drivers get sufficient rest breaks during their working hours.

4. **Ensuring appropriate vehicle use** – vehicles used should be fit for the journey to be undertaken, as well as being maintained and serviced to ensure driver safety.
5. **Driver education and training should be provided** Phillips Joinery Ltd will take all reasonably practicable measures to ensure that those who drive as part of their employment are eligible and competent to do so. As part of this, Phillips Joinery Ltd will undertake to provide sufficient specialist driver training and education to ensure that drivers are equipped to manage the situations and circumstances likely to be involved in journeys undertaken on the authority's business. This training may include:
  - Advanced or defensive driver training.
  - First aid procedures.
  - Breakdown procedures.
  - Loading / unloading equipment and techniques.
  - Vehicle familiarisation or specialist training.

Phillips Joinery Ltd will also ensure that all drivers receive information on their duties under the road traffic legislation and drivers' hours regulations (where applicable) on the need to reduce additional risks. This should include information regarding:

- Consequences of alcohol and drug use.
- The effects of speed and traffic levels.
- The effects of fatigue and stress.

Phillips Joinery Ltd will provide guidelines and procedures to ensure that drivers understand their duties under road traffic legislation and driver's hour's regulations (where applicable) to prevent the use and abuse of alcohol and drugs, by those who are required to drive as part of their employment.

### **Road Safety for Drivers**

There are hazards in travelling alone by vehicle. The following guidelines will minimise the risks:

1. Travel on main roads as much as possible.
2. Communicate the route and approximate time of travel.
3. Always travel with a sufficient amount of fuel for the intended journey.
4. While driving, be alert to the condition of the vehicle. If a fault is suspected, don't wait until it breaks down. Stop somewhere appropriate, such as a garage, where there are a lot of people around, and seek assistance.
5. When travelling to an unfamiliar office or hotel, call ahead and check the location and parking arrangements. On arrival, drive to the front entrance and, if appropriate, request assistance.
6. Park in well-lit areas whenever possible and check around the vehicle and the interior, especially the back seats, before re-entering.
7. If another driver in difficulty is seen, drive on and report it by phone as soon as possible.

8. Always carry a mobile phone but never use it while driving.
9. Always have the doors locked while driving, especially at night and in busy areas.
10. In the event of a breakdown on a motorway in the UK, the advice is to put on a reflective jacket, get out of the vehicle by the nearside door, and wait a safe distance off the hard shoulder, after telephoning the emergency services. Consider leaving the passenger door open, so that in the event of a threatening situation, they can get into the vehicle and lock the doors.
11. Do not give lifts to strangers.
12. A journey should never be started if an employee is feeling tired or unwell. It is the employee's responsibility to judge their own fitness to drive.

Stress can be described as mental overload caused by extreme emotions such as anger and frustration.

Stress results in fatigue, which can lead to reduced levels of attention and judgement and is therefore an important contributor to road accidents.

The following points are practical tips for minimising stress and fatigue while driving:

- Set flexible appointment times – take the pressure off by not having to meet exact deadlines.
- If running late, stop in a safe place and phone to explain — do not take risks to arrive on time.
- Avoid peak time travel if possible.
- Choose the most practicable, least congested route.
- Add a generous margin to expected travelling time.
- Take regular breaks, at least 15 minutes after about 2 hours driving, when mobile phone messages can also be checked.
- Limit driving periods to reasonable time or distance.
- Share driving if possible.

In certain situations, it will be more appropriate to arrange overnight accommodation rather than continue a journey e.g. in the case of extreme weather, later than anticipated departure, or tiredness. Safety is always the top priority.

### **Routine Maintenance**

Driving an unfamiliar vehicle can add to the risks of road travel. Checking the condition of the vehicle on collection and familiarisation with the controls before departure can make a significant contribution to reducing those risks.

Drivers must perform the following checks, especially if the vehicle is a hire vehicle:

1. Prepare a route map before the journey. Don't map-read while driving.
2. Carry out a vehicle pre-user check inspecting the:
  - Lights.
  - Tyres, including the spare.
  - Oil level.

- Fuel.
  - Check for any damage to the vehicle.
  - Water level in the cooling system.
  - Windscreen washer bottle level.
  - Check vehicle monitoring systems such as fault lights on the dashboard display.
  - Brakes.
3. Drive with extra caution for the first few miles to get used to the handling of the vehicle.

## **Mobile Phones and Driving**

### **General Statement**

### **Responsibilities**

As part of our overall health and safety policy Phillips Joinery Ltd is committed to reducing the risks, which our staff face and create when driving on company business. We ask all our staff to play their part, whether they use a company vehicle, their own car or a hire vehicle.

It is a criminal offence in the UK to drive any motor vehicle while using a hand-held mobile phone, or to cause or permit another to do so. A person is driving if the engine of the vehicle they have control of is running. This is true even if the vehicle is stationary. Therefore, the regulations apply when stopped at traffic lights, etc.

Staff driving on company business must never make or receive calls on a mobile telephone, whether hand-held or hands-free, whilst driving. Persistent failure to do so will be regarded as a serious matter.

### **Procedures And Guidelines**

#### **Managers must ensure that:**

- They lead by example, both in the way they drive themselves and by not tolerating poor driving practice among colleagues. They must never make or receive a call on a mobile telephone while driving.
- It is clear that they do not expect staff to answer calls when they are driving.
- Staff understand their responsibilities not to use a hand-held or hands-free mobile telephone while driving.
- Staff switch phones to voicemail, or switch them off, while driving.
- Staff plan journeys to include rest stops which also provide opportunities to check messages and return calls.
- Work practices do not pressurise staff to use a mobile telephone while driving.
- Compliance with this policy is included in team meetings and periodic checks are conducted to ensure that the policy is being followed.
- They challenge unsafe attitudes and behaviours, encourage staff to drive safely.

Staff who drive on company business:

- Must never use a hand-held or hands-free phone while driving.
  - Should plan journeys so they include rest stops when messages can be checked and calls returned.
  - Should ensure their mobile telephone is switched off and can take messages while they are driving.
  - Co-operate with the monitoring of this policy.
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- Before driving turn your phone off unless it is essential not to. Only phones connected to a hands-free system should remain switched on.
  - When driving, never initiate calls (unless it is a genuine emergency situation and only then to 999). Stop as soon as it is safe to do so to finish your report to the emergency services.
  - Do not attempt to use your phone for any purpose.
  - To make a call using non hands-free equipment, wait until the end of your journey or when you can park the vehicle safely with the engine switched off.
  - Remember that you are always in control of the call, and can instantly terminate the call should it prove necessary for safety reasons.
  - Ensure that the phone is removed from the vehicle when it is unoccupied.

If you are involved in an accident where a mobile telephone, hands free telephone or two-way radio device was being used, you can be prosecuted if it is deemed that the use of the equipment had been a factor in the cause of the accident.

If any employee of Phillips Joinery Ltd is found to be in breach of this policy and / or is prosecuted as a result of misuse of a mobile phone or interactive device, thereby causing a risk to their safety or the safety of others, action may also be taken under Phillips Joinery Ltd's disciplinary policy.



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