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| **Logo, company name  Description automatically generated****FAIR FROME FURNITURE BANK****ROAD RISK POLCIY AND PROCEDURE** |

**Statement:**

Fair Frome Furniture Bank (FFFB) is committed to continual improvement in standards of Health and Safety at work and seeks to reduce the risks to its employees whilst they are driving to and from their place of work, and during the course of their work.

FFFB will provide the training, assistance and resources necessary to ensure that all the requirements of this policy can be met in full. Each of us must accept our role and responsibilities and undertake them to the best of our ability. In this way we can all play a part in creating a safe, risk-free environment for everyone.

**Responsibilities**

The Fair Frome Senior Coordinator is responsible for the overall Road Risk Policy and Procedure of the Furniture Bank. The implementation of the policy with regard to the Furniture Bank is delegated to the Furniture Bank Coordinator. This responsibility includes the following tasks which are delegated as appropriate to the Fair Frome Furniture Bank Coordinator:

1. The production and maintenance of this policy and associated procedures
2. Ensuring that suitable and sufficient risk assessments are undertaken, records made as required and significant risks reduced to an appropriate level
3. Ensure the reporting and investigation of all road risk accident and incidents to identify learning or improvements needed to improve safety
4. Monitor the effectiveness of this policy and any associated procedures
5. Providing the resources necessary to safeguard the health, safety and welfare of employees and volunteers whilst driving within work hours
6. Providing and maintaining safe vehicles for work use
7. Ensuring that information, instruction and supervision are provided to all employees to ensure that they properly discharge their responsibilities and duties

**Fair Frome Furniture Bank Coordinator**

It is the responsibility of the Furniture Bank Coordinator to ensure that the Fair Frome Senior Coordinator is kept up to date with all matters that relate to their responsibilities, and of any requirement for additional resources.

 **Staff & Volunteers**

All volunteers will:

1. Take responsibility for the safe, legal and courteous use of Company vehicles
2. Co-operate with their employer's Safe Driving and Use of Vehicle arrangements under the MHSWR, following all recommended safe systems of work
3. Inform Fair Frome of any recognised danger to health and under The Management of Health and Safety at Work Regulations 1999 (MHSWR);
4. Inform Fair Frome of any shortcomings in the employer's protection arrangements under MHSWR and,
5. Attend training as provided and recommended by the Fair Frome Furniture Bank Coordinator

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FFFB will consult with employees and volunteers through face-to-face discussions. Sufficient time will be given to employees and volunteers to consider the issues and give informed responses. Staff and volunteers are encouraged to ask questions, raise concerns and make recommendations. FFFB will take the views of employees and volunteers into account before a final decision is made, respond to any concerns and explain the final decision and why it has been taken.

**Fair Frome Furniture Bank Road Risk Procedure**

**Image and Reputation**

To protect the correct company image and reputation, all drivers are required to:

* treat the company vehicle in a professional and reasonable way
* maintain the appearance and cleanliness of the company vehicle
* drive carefully and safely at all times
* drive within the law and the guidance of the Highway Code
* give due care and consideration to other road users.

**Authorised Drivers**

Only employees who are designated authorised drivers, who have undergone checks, training and agree to abide by all relevant Policies are permitted to drive Fair Frome company vehicles.

Under current legislation (Section 87 (2) Road Traffic Act 1988) and guidelines by the Health & Safety Executive, Fair Frome has an obligation to ensure that only holders of a valid driving licence are authorised to drive company vehicles. Employees must authorise Fair Frome to carry out an on-line driving licence check at the commencement of their period of volunteering and annually thereafter.

**Restrictions on use**

Fair Frome company vehicles are solely for the use of the organisations purposes only, with prior permission of the Fair Frome Furniture Bank Coordinator and only by authorised drivers.

**Keeping Vehicles Cost Effective**

Fair Frome Authorised Drivers are requested to:

* shop around for a good price on fuel
* ensure the correct fuel is used, and check if AdBlue is needed
* avoid using premium branded fuels (higher cost)
* drive in a manner in which to conserve fuel

**Theft**

In the case of theft involving the company vehicle, report the matter to the police and obtain a crime reference number. Please keep valuables out of site. No valuables should be left in the vehicle overnight.

**Accident**

n the case of an accident:

* Stop
* Exchange particulars:
	+ Name, address and phone number of all drivers and companies involved
	+ Name, address and phone number of all witnesses
	+ Registration numbers of vehicles involved
	+ Third party insurance details
	+ Provide Fair Frome insurance details
* If another party will not exchange details, report the incident to the police. Refusing to provide the above details or to drive away from the scene of an accident without stopping is a criminal offence
* Never admit liability in any way.

**Incident reporting**

Report the incident (accident/theft) to Fair Frome Furniture Bank Coordinator (FFBC). Ensure that an accident/incident report form is completed, signed and returned to the FFBC.

**Transportation of Items**

All items being carried in the company vehicle are secured in order that they cannot move.

**DRIVING SAFELY**

(Responsibility: All Authorised Drivers)

Drivers of Fair Frome company vehicles are required to drive in a safe and responsible way. To assist drivers, the Government’s Driver and Vehicle Standards Agency has published a National Standard for Driving, Riding and Cycling. A copy of the standard can be obtained on the Gov.uk website:

<https://www.gov.uk/guidance/national-standard-for-driving-cars-and-light-vans-category-b>

Fair Frome require that you are familiar with the guidance provided in the UK Highway Code and that detailed in The Official DSA Guide to Driving: The Essential Skills. These guidance documents provide important advice on driving.

**Drugs & Alcohol**

Fair Frome operates a ZERO tolerance to Drugs and Alcohol.

**Mobile Phones:**

* It is illegal to use a hand-held mobile phone whilst driving.
* It is also an offence to “cause or permit” a driver to use a hand-held mobile phone whilst driving.
* Even if your phone is connected to a hands-free unit, Fair Frome discourages its use while you are driving a company vehicle. It is more sensible to cancel the call and find a safe place to stop and deal with the matter when safe to do so.
* Switch off mobile phones when re-fuelling.

**SE Drive Safely**

Any incident resulting in serious accident must be reported to the Health & Safety Executive (HSE). Please report any incident to the FFBC.

Serious accidents are categorised as:

1. Any bone fracture

2. Amputation

3. Dislocation of hip, knee or spine

4. Temporary or permanent loss of sight

5. Penetrating chemical, burn or injury to eye

6. Any injury requiring resuscitation, leading to hypothermia, unconsciousness, or resulting in admittance to hospital for over 24 hours

7. Loss of consciousness caused by asphyxia, or exposure to a harmful substance

8. Any injury requiring absence from work for over 3 days.

**Fitness to Drive**

Any illness, deterioration of health or disability that may affect your driving should be notified to the FFBC. Your status as an authorised driver of a company vehicle may be reviewed in the light of any health-related issues and you may be required to obtain a medical certificate to prove that you are fit to drive.

* Notify DVLA: You must also notify the DVLA if you have had, or currently suffer from a medical condition or disability that may affect your driving. For a full list of reportable ailments and conditions visit the DVLA website.
* Injures: If you receive any injuries that may affect your driving (such as a broken, fractured or sprained limb for example) you must not drive until Fair Frome has received written notification from your doctor to say that it is safe for you to do so.
* Expectant mothers: Expectant mothers should discuss with their line manager any concerns they may have about work related driving in the developing stages of pregnancy. It may be appropriate to review work schedules to minimise the amount of driving being undertaken.
* Medicines: Certain prescription and "over the counter" medicines have the potential to cause adverse side effects which may affect your ability to drive. Normally there would be a written warning on the patient information leaflet informing of negative or side effects. Please take notice of any such warnings and seek further advice from your GP/Pharmacist and discuss any adverse effects with your line manager. See [www.gov.uk/drug-driving-law](http://www.gov.uk/drug-driving-law) for further guidance.
* Eyesight: The Highway Code requires that "you must be able to read an [old style] vehicle number plate from a distance of 20.5 metres (67 feet - about 5 car lengths) in good daylight. You must be able to read a new style number plate from a distance of 20 metres (66 feet)". If you need to wear glasses or contact lenses to do this, you must wear them at all times while driving.
* Smoking:Regulations came into force for Wales 2 April 2007, N. Ireland 30 April 2007 and England 1 July 2007. Anyone who does not comply with the Smoke Free Law will be committing a criminal offence. Smoking is prohibited in the Fair Frome company vehicle at all times.

**Reversing a vehicle**

ALWAYS check behind your vehicle if you need to reverse. Other vehicles may have parked behind you in your absence.

**Speeding**

Fair Frome does not support, condone or tolerate the use of excessive speed in its vehicles, and drivers must adhere to all speed limits at all times. National Speed Limits apply where some other mandatory limit has not been imposed. A road sign with a white circle and diagonal black band indicates the national speed limit.

A van has the following national speed limits: Motorways 70mph
Dual Carriageways 60mph
Other Roads unless marked otherwise 50mph

**Fines**

The driver is responsible for paying parking fines, speeding fines and fines for any other traffic offences. All fines for late payment, along with any additional charges occurred are the responsibility of the driver.

Fair Frome will not compensate speeding fines and penalty points. Speeding is entirely within the control of the driver.

**VEHICLE SAFETY**

(Responsibility: All Staff)

**Seat Belts**

Seat belts must be used by all passengers and the driver; these should be positioned across fullest part of shoulder and across the lap, not the stomach.

**Airbags**

If driver airbags are fitted in the steering wheel you should sit in order that the chest bone (Sternum) is at least 10 inches from the centre of the steering wheel or risk serious injury from the airbag deployment. Airbags are supplementary to seat belt, not instead of.

**Head Restraints**

The top of the head restraint should be adjusted in order it is in line with the top of the head and the seat or head restraint adjusted in order that the head restraint itself is as close to the back of the head as possible.

**First-aid Kits and Fire Extinguishers**

The Fair Frome company vehicle is equipped with a first aid kit. Please report the use of any contents to the FFBC.

The vehicle is also equipped with a fire extinguisher. Maintenance checks will be carried out in line with Fire Safety Regulations and Procedures.

**MAINTENANCE**

(Responsibility: All Authorised Drivers)

**Condition of Vehicle**

The FFBC is responsible for ensuring the regular service of all vehicles. All authorised drivers must immediately report any fault that may affect the road-worthiness of the vehicle. It can then be immediately rectified. If a warning light illuminates whilst driving, the driver must pull over as soon as it is safe to do so, and contact the FFBC for advice and guidance.

**MOT Test Certificate and Vehicle Tax**

The FFBC is responsible for ensuring that the Fair Frome vehicle has a valid MOT Certificate and Vehicle Tax.

**Servicing of Company Vehicles**

Fair Frome company vehicles will be serviced according to the manufacturer’s recommended schedule. Any items identified as a result of the vehicle inspections will be actioned promptly.

**Tyres**

The UK minimum tread depth for vehicles tyres is 1.6mm across the central ¾ tread depth of the tyre. There must be no bumps or bulges in the tyre wall and no cuts in the tyre that expose the tyre’s internal weave.

**Overhanging goods**

The overhanging of goods should be avoided.

The Board of Fair Frome will carry out regular monitoring of policy and procedures. These Policies will be reviewed annually. The Policy and Procedures were accepted and adopted by the Trustees of Fair Frome:

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| Name: | John Killah | Position: | Chair of trustees |
| Date: | 2.12.24 | Signature: | John Killah  |