

# Health & Safety Management Plan

## Appendix B –Specific Policies and Procedures

### 8. Vehicle Use and Transport Policy

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#### **Policy Statement**

We are committed to ensuring the safety of workers while travelling for work (some of whom have to travel long distances) and of those they may transport to and from church based activities.

#### **Purpose**

The procedures below are designed to ensure the safety of all who drive for work purposes.

#### **Scope**

This policy applies to everyone who drives as part of their work. However, additional requirements are imposed under SafeHere for those who transport others as part of a church activity. Driving as part of an organised activity is different from driving a vehicle at other times. You are responsible for those in your vehicle and have additional accountability for the manner in which you drive.

#### **Risks**

Risks associated with driving include:

- Lack of necessary driving qualifications and disobeying legal requirements
- Driving while impaired, eg, sick or other physical impairment, including being under the influence of alcohol or drugs (prescription or non-prescription)
- Faulty vehicle
- Driver fatigue
- Dangerous conditions.

#### **Procedures to be followed**

##### ***Legal requirements***

All drivers must:

- Have a current drivers' licence, appropriate for the type of vehicle.
- Not use mobile phones while driving, without appropriate hands-free equipment.
- Drive within the legal speed limits, including driving to the conditions.
- Comply with road rules while driving.
- Wear a seatbelt and ensure passengers wear seat belts at all times.

## ***Driving while impaired***

Drivers must:

- Avoid driving while suffering an impairment.
- Under no circumstances drive if under the influence of alcohol or illicit drugs. Medical advice should be sought on whether prescription drugs will impair driving.

## ***Vehicle safety***

- All vehicles must have a current warrant of fitness and registration.
- All vehicles should be well maintained and regularly serviced.
- Follow the POWER checklist:
  - **P**etrol – plenty of fuel
  - **O**il – correct level
  - **W**ater – correct level
  - **E**lectrics – indicators, brake lights and other devices are functional
  - **R**ubber – tyres are in good condition and correctly inflated.

## ***Driver fatigue***

- Drivers should carefully consider the timing of their travel, especially the journey home, to ensure they are not too tired to drive safely. Many in the church are willing to offer free hospitality for the night, and this option should be investigated if journeys would otherwise be at night.
- Take regular rest and refreshment breaks.

## ***Dangerous conditions***

- Unless absolutely urgent, consider postponing travel if weather conditions are bad.
- Take additional care in winter when roads are icy. Reduce speed and consider avoiding all travel in the early morning or late evening.

## ***Emergency situations***

If someone is injured or unwell and needs urgent medical attention, first call an ambulance. If an ambulance cannot arrive in good time and someone needs to be driven immediately to the hospital or doctor, the driver should be accompanied by someone else as the sick /injured person may deteriorate before reaching the destination.

## **Carpark safety**

### **Purpose**

The procedures below are to ensure everyone is kept safe from the risks associated with church car-parking.

The greatest risk is hitting a child who cannot easily be seen. Other risks include collisions with other vehicles, people or objects. These risks must be assessed as part of a parish site risk assessment. The procedures below seek to minimise these risks.

### **Procedures to be followed**

- Carparks should be well planned and laid out, with clearly marked entries and exits.
- Visibility should be clear and obstacles to visibility eliminated.
- Speed should not exceed 5km /hr.
- Protections should be put in place to guard against children entering carparks without proper supervision.
- 'No parking' signs should be used if there are unsafe areas in the carpark, eg, if there is flooding or the risk of falling debris from trees.