

## Important Notice

Anyone who drives in any capacity for work (either to a local train station or to another CQC office, or as part of their job – driving to an inspection) and claims mileage, must have the necessary insurance.

The standard car insurance is for 'social, domestic and pleasure' purposes only, which permits travel to and from your normal place of work, but not use of the vehicle whilst at work. If you need to use your car for work then informing your insurer that you intend to use your private vehicle for 'occasional business use' is essential, to avoid invalidating your insurance.

**Make sure you check with your insurer**

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## Driving Safely—Introduction

The Department of Transport estimates that more than a quarter of all road traffic incidents involve someone driving as part of their work. Health & Safety laws apply to driving for work activities as they do in any other work setting. They do not apply to people commuting between their home and usual place of work, but it is always important to be alert and aware and this information will help you both during work related driving and driving for domestic purposes.

**Bank Inspectors, SOADS and Specialist Advisers** are required to provide documentation to the Flexible Workforce Manager [Flexible-](#)



[Workforce@cqc.org.uk](mailto:Workforce@cqc.org.uk) inclusive of insurance, MOT (if required) and summary of driving licence or unique code which is available from

DVLA [View or share your driving licence information - GOV.UK.](#)

The Flexible Workforce Manager is required to provide information and reports of any accident or incident relating to working for CQC to the CQC Health and Safety Team. **Bank Inspectors and Specialist Advisers** are requested to use public transport where available.

**Experts by Experience** are required to provide documentation to their support organisation. This is inclusive of insurance, MOT (if required) and summary of driving licence or unique code which is available from DVLA. The support organisation is required to provide information and reports of any accident or incident related to working for CQC to the CQC Health and Safety Team.

## Legislation

### Legislation

There are many safety laws and regulations that apply to workplace safety and driving.

**The Health and Safety at Work etc Act 1974 (HSW**

Act) – under this Act employers and employees must ensure the health and safety of all employees, colleagues and visitors whilst at work. You must also ensure that others are not put at risk by your work-related driving

activities. Other road specific regulations and laws, such as the **Highway Code** and the **Road Traffic Act** and the **Road Vehicles (Construction and Use) Regulations** are also applicable. <https://www.gov.uk/>

# Planning

## Hands-free

If you use your phone hands-free, you must stay in full control of your vehicle at all times.

The Bluetooth facility **must not** be used for anything other than short calls and not to take part in meetings or lengthy conversations.

## When You Can Use a Hand-held Phone

You can use a hand-held phone if:

You're safely parked

You need to dial 999 or 112 in an emergency and it's unsafe or impractical to stop

Before you set off on the road, regardless of the distance or destination, it is important to plan your journey.

Look up your journey on a map, online or Sat Nav, check for road closures

Look at rest areas and petrol station locations (think about easy access and safety).

Plan where and how often you will stop to rest, consider things like facilities available on the road, time of day, safety of location and distance from departure or destination.

The Highway Code recommends a 15 minute break from driving every 2 hours.

If any of the above needs to be addressed, do so before you set off .



# Things to consider about your visit

- Are the people you are meeting strangers or members of the public?
- Are the people with you or the people whom you will be meeting with well-known to you?
- Is the meeting in a public area or is it in a rural and isolated location?
- Will you be able to communicate with colleagues or call for help if needed?
- Will you be welcomed or are you dealing with a difficult situation?
- Consider carrying a personal alarm and know how to use it to shock and disorientate an attacker.

# Further checks

## Further checks

Whilst it is important to carry a mobile phone in case of an emergency, you **must not** use the phone whilst driving as it may distract you (you would be breaking the law and could

incur a fine and/or penalty points on your license).

## REMEMBER:

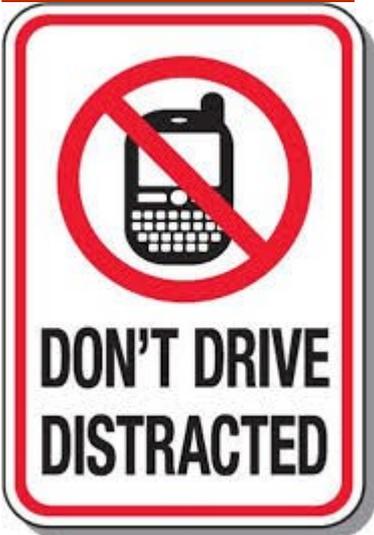
Regularly check your windscreen fluid levels and oil.

Regularly check all indicators, brake lights and headlights are working

correctly.

You should also check the pressure and treads of the tyres (check the spare tyre as well).

Do you have a safety triangle and high visibility jacket?



# Technology

With recent technological advances, it is very likely your car will be equipped with tools and systems designed to make it safer for you to drive and for those around you.

You may have a Blind Information System, which monitors the area behind the car not covered by mirrors or reversing and parking aids, alerting you to the proximity of objects or people behind your car. If these or other types of technology

are installed in your car, do you know how to use them and how to read their output?

Satellite Navigations are frequently used and are very useful tools. If you do have a Sat Nav in your car you should ensure it is updated frequently and it is essential you use it for planning ahead and be mindful to not let it be a distraction. Remember - some information may be missing from your

Sat Nav or may not be updated.

You should always make sure you obey road signs and markings, irrespective of what your Sat Nav is suggesting.

## Breakdowns & Accidents

In case of a breakdown, you should contact your dedicated breakdown and onside road assistance provider.

This information should be available along with your vehicle insurance information and it is normally kept in the glove compartment of the vehicle. If you have an accident your

manager needs to know what happened and why, so that they can ensure you have the required assistance and to evaluate procedures to help prevent further accidents. An Accident/Incident Report form should be completed by you and your manager and submitted to [askhealthandsafety@cqc.org.uk](mailto:askhealthandsafety@cqc.org.uk)



## Personal Safety

If you break down on a motorway or busy road, the Highways Agency advises that you should:

get away from the traffic: exit the motorway or get to an emergency area or hard shoulder and use the free phone provided

If that's not possible, move left onto the verge, get out of the left side of your car and behind the barrier if you can and it is safe to do

If leaving the car on a busy highway wear a high visibility jacket to make sure oncoming drivers are aware of your presence. As a driver, you may also be

working alone, so you need to consider the following:

The vehicle may have a first aid kit. If so, you should read the leaflet provided inside before you actually need to use it.

# Your Health

## Eyesight

Rule 81 of the Highway Code requires drivers to be able to read a vehicle number plate from a distance of 20.5 metres (6 cars away) or a new style number plate from the distance of 20 metres.

If you wear or should wear glasses and/or contact lenses you are required to do so whilst driving. If you have any conditions impacting your eyesight or have corrective surgery you should also report it to the DVLA.

## Pregnancy

Pregnancy is not regarded as a form of ill health, but a risk assessment is required for expectant mothers. Some changes to work pattern and duties may be inevitable and you should contact your manager as soon as possible so that appropriate arrangements can be made.

## Drink driving

In the UK, the following alcohol limits are in place:

England, Wales and Northern Ireland, the legal alcohol limit for drivers is:

- 35 micrograms of alcohol per 100 millilitres of breath
  - 80 milligrams of alcohol in 100 millilitres of blood
- Or 107 milligrams of alcohol per 100 millilitres of urine

**If you're driving, DO NOT DRINK AT ALL.**



# Fitness to drive

Your fitness to drive can be affected by medical conditions, either temporary or long term.

You should be aware of the impact seasonal impairments such as allergies and hay fever may have. Other possible health issues such as stress or migraines could impact your ability to drive safely. It may also be the case that driving may exacerbate a pre-existing condition.

The DVLA sets minimum medical standards and rules. Some conditions may require surrendering of the license and you can find more information on the DVLA web site.

It is a criminal offence for a driver not to report to the DVLA a condition that may impact your driving.

