###### Driving At Work Policy

will be referred to as ‘the Company’ throughout this policy. The Company recognises that the use of motor vehicles on company business requires additional health and safety measures to protect both employees and third parties. The hazards associated with driving at work have been identified as:

* fatigue
* stress
* driver competence
* vehicle roadworthiness (fitness for purpose)
* shift working and total hours worked
* lone working
* the nature of goods or materials being transported
* driver health

The Company is committed to developing, implementing and maintaining all reasonable measures to protect the health and safety of those driving on company business.

The Company will:

* implement procedures to assess, remove, reduce and manage the risks involved in driving on Fowler McKenzie Ltd, business.
* ensure all drivers are competent
* ensure all vehicles are fit for the purpose as far as is reasonably practicable monitor and regulate driver hours and performance
* ensure all staff are aware of their duties under health and safety and road traffic legislation
* provide training and information on the occupational risks of driving on company business
* promote a positive attitude towards driving safely

##### Arrangements for Ensuring the Health and Safety of Drivers

The Company will develop, implement and maintain safe systems of work for all employees who are required to drive as part of their employment and will put procedures in place to ensure the following.

##### General Health and Safety Considerations

The Company will ensure that all health and safety procedures take into account the needs of all employees who drive vehicles as part of their employment. Travelling by road is particularly hazardous and there is a considerably higher risk of a collision or injury compared to flying or using rail alternatives.

Before deciding on a journey by road, the Company and the driver should consider the following.

* Is the travel necessary?
* Has the use of phone or video conferencing been considered?
* For longer journeys, can rail or air be used for the major part of the journey? Can a hire car be used to get to the final destination?

No employee driving on the Company business will be encouraged to drive in a manner that may increase the risks to themselves or to other road users..

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| **Signed on Behalf of:** |  |  |
| **Name (Print):** | Steven Callander |  |
| **Position:** | Director |  |
| **Signature:** | A black line on a white background  Description automatically generated |  |
| **Date:** |  |  |