

DOCUMENT CONTROL	
Title:	Driver Safety Policy
Version:	7
Reference Number:	CO077
Scope:	
This policy applies to staff travelling in their own vehicle on Trust business and also includes staff driving a Trust-managed vehicle e.g. portering vehicles, maintenance vehicles and patient transport vehicles attached to Inpatient units	
Purpose:	
This policy has been developed to provide guidance to all employees to improve their road safety when driving on Trust business.	
Requirement for Policy	
Good Practice	
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Transport	
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Version 6	
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To reflect recommendations made following an audit of the Trust Travel Vehicles	
Owner:	
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Individual(s) & group(s) involved in the Consultation:	
The document has been circulated for consultation and comments have been taken into consideration and the document amended accordingly:	
<ul style="list-style-type: none"> • Health and Safety Committee 	

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Other Trust documentation to which this policy relates (and when appropriate should be read in conjunction with):	
CO068	Safe Vehicular Transport of Service Users and Others Policy
CO030	Managing Alcohol and Substance Misuse at Work Policy
CO009	Health and Safety Policy
CO039	Smoke Free NHS Trust Policy
HI003	Mobile Devices Usage and Security Policy
CO038	Violence Reduction Policy Positive and proactive interventions
CO019	Staff Working Alone Policy
CO017	Minimal Lift Policy

Policy Associated Documents:	
TAD_CO077_01	Vehicle Safety Check-List (Daily and Weekly Checks)
TAD_CO077_02	Winter Driving – Hints & Tips
TAD_CO077_03	Daily Transport Record Sheet
Other external documentation/resources to which this policy relates:	
	Drivers' Hours (Goods Vehicles) (Keeping of Records) regulations 1987. Available from: https://www.legislation.gov.uk/uksi/1987/1421/made [Accessed 7 March 2019]
	Motor Vehicles (Driving Licences (Large Goods and Passenger Carrying Vehicles) regulations 1990. Available from: https://www.legislation.gov.uk/uksi/1990/2612/contents/made [Accessed 7 March 2019]
	Management of Health and Safety at Work Regulations 1999. Available from: http://www.legislation.gov.uk/uksi/1999/3242/contents/made [Accessed 7 March 2019]
	Provision and Use of Work Equipment Regulations 1998. Available from: http://www.hse.gov.uk/work-equipment-machinery/power.htm [Accessed 7 March 2019]
	Workplace (Health, Safety and Welfare) Regulations 1992. Available from: http://www.legislation.gov.uk/uksi/1992/3004/contents/made [Accessed 7 March 2019]
	Motor Vehicles (Wearing of Seat Belts) Regulations 1993. Available from: http://www.legislation.gov.uk/uksi/1993/176/contents/made [Accessed 7 March 2019]
	Smoke Free (Exemptions and Vehicles) Regulations 2007. Available from: http://www.legislation.gov.uk/uksi/2007/765/contents/made [Accessed 7 March 2019]
CQC Regulations	
This guideline supports the following CQC regulations:	
Regulation 17	Good governance
Regulation 18	Staffing
Regulation 19	Fit and proper persons employed

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1. INTRODUCTION

Many Trust employees are required to drive when carrying out the duties. This includes staff travelling in their own vehicle on Trust business and also includes staff driving a Trust-managed vehicle e.g. portering vehicles, maintenance vehicles and patient transport vehicles attached to Inpatient units. This policy has therefore been developed to provide guidance to all employees to improve their road safety when driving on Trust business. Procedures for the safe transport of service users are detailed in Policy CO068 'Safe Vehicular Transport of Service Users and Others Policy'

Personnel operating or travelling in/on any road vehicle whilst going to, coming from or whilst at work should demonstrate **low-risk** driving behaviour. This protocol covers:

- Company vehicles: Cars, Vans, Passenger Carrying Vehicles
- Private vehicles including motorised or un-motorised 1 / 2 / 3 / 4 & multi-wheeled/axles vehicles

2. PURPOSE

To improve the awareness of road safety for all Pennine Care NHS Foundation Trust (the Trust) employees (persons employed by the Trust who are conducting Trust business) and to ensure that Trust operated vehicles are operated and maintained in a way that ensures they are safe and roadworthy at all times.

3. RESPONSIBILITIES, ACCOUNTABILITIES AND DUTIES

Managers of Wards, Services and Departments that operate Fleet vehicles are responsible for the following:

1. Carrying out and document annual checks to ensure that all nominated drivers hold a valid UK driving licence.
2. Communicate the Driver Safety Policy to all staff that are involved in the operation of the Ward/Department vehicle
3. Establish guidelines for drivers that address the risks associated with vehicle operation and ensure safe driving record requirements are met where this is a condition of employment.
4. Implement appropriate counter measures for identified trends in unsafe road use, such as training and review of a driver's authority to drive Trust fleet / lease vehicles.
5. Consult with drivers when resolving driving safety related issues.
6. Ensure all employees including managers and supervisors receive an induction in road user safety and are briefed on the contents of this policy.
7. Conduct assessment on road use risks and assess training needs of employees.
8. Provide on-going instruction, information, supervision and training.
9. Operate road vehicles in a way that complies with the road safety legislation and the Driver Safety Policy
10. Plan road trips to minimise safety risks to employees, passengers and other road users.

11. Devise, implement and participate in initiatives for improving road safety including provision of information and training materials.
12. Undertake operation and safety familiarisation of the particular vehicle before operating it for the first time.
13. Report any vehicle defects to the Vehicle Manager and Fleet Monitoring Officer.
14. To never drive a vehicle that is considered unsafe.
15. Report all injury and damage incidents, including near misses.
16. Provide regular management reports to managers to show accountability for incident costs in terms of injury.
17. Ensure that the vehicle if required has an in date MOT and is taxed

4. HAZARDS

Where alternative modes of transport have been considered and found to be not as effective as required and after conducting an appropriate risk assessment which takes into account the following but not exhaustive list:

Significant hazards associated with vehicles are:

- Faults in vehicles associated with inadequate servicing and maintenance e.g. oil pressure, tyre pressure, bald tread, washer bottle empty, inoperable bulbs, worn windscreen wipers etc.
- The use of inferior parts used in repairs and maintenance
- Refuelling of vehicle (hazards linked to fire or spillage)
- Reversing
- Driver over long work periods (tiredness/stress)
- Falls from vehicle (person or loads)
- Speeding – Including restricted vehicle speed regulations.
- Driving under the influence of alcohol and/or drugs
- Road and weather conditions – (rain, ice, fog, spray, snow/sleet, surface conditions)
- Lone working
- Manual handling* (may require separate risk assessment)
- Stress / road rage – from driving situations either within or outside of driver's control
- Other drivers lack of road safety
- Driving vehicles that aren't roadworthy
- Inappropriately loaded vehicles
- Overtaking and poor distance/time management e.g. tailgating, blind corners/hills

The use of Trust owned or private vehicles may be necessary.

5. RISK ASSESSMENT OUTCOMES

By conducting an appropriate risk assessment (the Trust Risk Assessment form may be used for this) and taking appropriate actions the following outcomes will be achieved:

- Reduction in injury to road users and the public
- Reduction in motor vehicle accidents

- Reduction in damage to vehicles and property
- Reduction in the “at fault” rate
- Reduction in the usage of fuel and production of Carbon emissions

Risk assessments should be reviewed whenever – a significant change in circumstances / a significant event / a change in legislation / a change of management or a review, has been initiated by the organisation as part of its risk management process.

6. REQUIREMENTS

All health and safety and road safety hazards must be managed in accordance with relevant legislation, Trust policies and good practice guidelines.

For the prevention of accidents and incidents involving Trust fleet vehicles, staff lease vehicles or employee owned vehicles driven on Trust business, the following requirements must be met:

- The Trust Driver Safety Policy shall establish the relevant standards.
- All employees of the Trust are to be made aware of and comply with the Trust Driver Safety Policy
- The Trust provides fleet vehicles to support portering and maintenance services and to support Inpatient rehabilitation unites. Such vehicles must meet accepted road safety standards at all times.
- Trust employees are to drive in a manner that minimises risk to themselves and others as well as damage to vehicles and property.

As a minimum, Trust employees are:

- To comply with current road safety legislation and regulations
- To comply with fleet management requirements
- To use headlights when conditions require them
- To wear seatbelts at all times
- To drive at a speed that does not exceed the legal and designated speed limit.
- Not to attempt to put a vehicle in motion while under the influence of any alcohol or any other substance that may impair the legal operation of that vehicle.
- To operated Mobile Phones in accordance with HI003 “Mobile Device Usage and Security Policy”.
- Not to smoke or allow passengers to smoke in Trust vehicles at any time
- To minimise actions that may impair good driving techniques
- Report any vehicle accidents on public highways resulting in injury to any other person (or animal) or damage to another vehicle (or property) under s170 of the Road Traffic Act 1988.
- Where required to provide and use suitable seating for the transport of small persons in accordance with age and height restriction regulations
- To maintain vehicles in a safe, roadworthy and clean condition
- Any employee that drives a Trust vehicle must possess a valid driving licence (photo and paper, where issued).

- Employees must advise their manager of any driving offences which may lead to their loss of licence whilst in the Trust's employment. They should also advise their manager of any interim bans that would prevent them from driving.
- Employees are responsible for traffic offences of type, including parking fines that they acquire during their business or private motoring.
- Employees who use Trust Vehicles must ensure that;
 - They are fit to drive and drives safely
 - They obey the relevant rules of the road e.g. speed limits, traffic lights

7. WORKPLACE SAFETY REQUIREMENTS

Awareness of safe driving behaviour is to be provided to all Trust employees that are required to drive as part of their duties through identified channels and materials.

Any additional training needs for safe driving will be assessed periodically for all employees that operate fleet or lease vehicles.

Trust employees who may be required to drive a fleet / lease vehicle as part of their job must meet the following standards:

- Be in possession of an appropriate current class of driving licence.
- Be authorized to drive Pennine Care Trust fleet vehicles
- Be medically fit to drive.

8. EFFECTIVE MANAGEMENT OF DRIVING DUTIES

Managers should ensure that driving duties are organised in a way that minimises fatigue.

Managers have an obligation to ensure that employees receive active management support in meeting this requirement.

9. REPORTING OF VEHICLE INCIDENT OF DAMAGE

All vehicle incidents and vehicle damage must be reported to the Vehicle Manager and Fleet Monitoring Officer.

GMP Autocare provides a vehicle management service to the Trust. All vehicle incident and vehicle damage must be reported to GMP Autocare. All bookings for MOT, Service and Report should also be co-ordinated through GMP Autocare

10. SAFE DRIVING – “GOOD PRACTICE”

Safe driving “good practice” is the adoption of a low-risk attitudes and behaviours that reduces the possibility of the driver being involved in a driving incident.

Staff are expected to follow good practice that includes but is not exhaustive:

- Placing a high value on safe driving

- Choosing low risk alternatives in spite of pressures to do otherwise i.e. overloading, speeding, U-turns, double line parking for short periods
- Maintaining motivation to apply low risk behaviours
- Preparation – Planning your drive (route awareness)
- Being fit to drive, rest breaks / overnight stops.
- Avoiding distractions e.g. do not attempt to retune the radio whilst driving, do not smoke, avoid eating/drinking/personal grooming etc.
- Vehicle safety checks in accordance with TAD_CO077_01
- Adopting good posture whilst driving to reduce fatigue, discomfort, stress etc.
- Vehicle selection – right type for the task
- Be alert to potential hazards, managing speed and road position.

11. VEHICLE MANAGEMENT

Capital Investment and Estate Services (CIES) will liaise with Wards and Departments operating Trust vehicles to:

- Ensure vehicles provided for all kinds of use conform to uniform safety standards and that any accessories provided meet minimum legal standards.
- Consult with employees in the selection of specialised replacement vehicles
- Ensure vehicles are maintained according to vehicle manufacturer requirements.
- Maintain records of all maintenance, damage and usage data for each vehicle.
- Ensure that drivers have the appropriate information for the safe operation, and equipment to assist in actions following an incident or breakdown.
- Collect data on vehicle damage and identify all costs associated with repairs and replacement of damaged vehicles and property.
- Trust vehicles are subject to the Smoking free legislation effective 1 July 2007
- All vehicles are subject to the safe use and fitting of child seats and safe transport of children legislation (further information is available from the Health and Safety Department and the supplying company)

Capital investment and Estate Services (CIES) will have overall responsibility for oversight and to ensure that appropriate monitoring arrangements are in place.

12. HUMAN FACTORS AFFECTING HAZARD IDENTIFICATION

These include;

- Have there been a significant number of road accidents at a particular location?
- Have Trust employees been involved in accidents resulting from the same or similar type of work or work-related driving?
- Have passengers been unwilling to report unsafe driving practices?
- Is there a tendency for drivers to demonstrate poor care of vehicles, and/or inadequate routine vehicle checks?
- Is the driver unfamiliar with the specific operating features of the vehicle?
- Are work patterns likely to make a driver fatigued?

If the answer is **YES** then there may be a significant risk.

- Does the driver know about the effects of alcohol, drugs, fatigue and how distractions can affect their capacity to operate vehicles safely?
- Are drivers operating vehicles that are suitable for the requirements of the job?

If the answer is **NO**, risk may be elevated.

13. ENVIRONMENT FACTORS AFFECTING HAZARD IDENTIFICATION

These include:

- Is driving required at night or in poor weather conditions?
- Are roads particularly busy, narrow, with large and long vehicles present or with roadside hazards?
- Are roads subject to extreme conditions such as snow, ice, fog etc.?

14. WORK FACTORS AFFECTING HAZARD IDENTIFICATION

These include;

- Does the work involve the carriage of clients* (see policy details under Trust policies)
- Does the job involve travelling for more than two hours to or from places of work?
- Dealing with vehicle breakdowns either in own or other vehicles?
- Employees don't plan their driving trips taking fatigue, knowledge of the location, and other safety implications into account?
- Employees are not held accountable for the way they use vehicles?

If the answer is **YES**, risk may be elevated.

15. RISK CONTROL GUIDE

Having established hazards and level of risk it will be necessary to determine and implement an appropriate control or combination of controls if no single measure is sufficient:

- Remove the hazard from the workplace. (Unsafe vehicles should be withdrawn from service)
- Ensure daily and regular vehicle checks
- Assign appropriate vehicles only to work needs
- Ensure hands-free kits for mobile phones are available to staff – where supplied
- Travel planning – avoid unnecessary travel during adverse weather conditions – plan routes to familiarise and avoid possible stress and traffic black spots
- Where possible purchase or lease vehicles with / and provide added safety features such as:
 - Anti-lock brakes; seat-belts (for cars); driver and passenger
 - Airbags
 - Impact panels

- Internal central locking systems
- Environmental awareness (client neighbourhoods etc.)
 - Client status and appropriate control measures
 - Client transfer guidelines
 - Travel directional aids e.g. maps, computer accessories (SatNav)
 - Carbon reduction/Hybrid engine management systems

16. ADMINISTRATIVE CONTROLS

These include:

- Review driver licence status at scheduled intervals.
- Ensure procedures are in place to respond safely to breakdowns, collisions and other safety incidents.
- Ensure information about effective management of vehicle breakdown is readily available.
- Procedures are in place to analyse data that relates to collisions and near misses to establish underlying causes and key contributing factors
- Ensure update on road safety awareness are available to employees.

17. CONTACT NUMBERS

All Trust-operated vehicles should carry an account card in the event of a vehicle breakdown. If the account card is missing this should be reported to the Capital and Estates Helpdesk or to the Fleet Monitoring Officer on the numbers below. Other useful contact numbers are as follows:

- **Emergency Contact Numbers – 999 Police / Ambulance / Fire Service**
- **Trust Headquarters – 0161 716 3000 (Mon – Fri 09:00 – 17:00)**
- **Estates and Facilities Helpdesk (EFM) = 0161 716 3030 (Mon – Fri 08:30 – 16:30)**
- **Fleet Monitoring Officer 0161 716 3605 or 07879 492946**
- **Head of Facilities 0161 716 3030 or 07770 608502**

18. PERSONAL PROTECTIVE EQUIPMENT

These include;

- First-aid kits (where and as appropriate)
- High visibility vests (where appropriate)
- Emergency breakdown kits i.e. Reflective triangles / Jump leads / car jack.
- Suitable and sufficient seating for the transport of small persons

19. ORGANISATIONAL FACTORS

- Working for extended periods of time may fatigue an individual. Managers must be aware of the workloads that are placed on staff to ensure that they do not place themselves at an added risk while driving.
- To help manage the work factors that lead to fatigue, consider the following.
- Ensure that work involving extended driving periods takes account of the span of hours to be worked, relevant work patterns and as much as possible is done within normal working hours.

20. FLEET INDUCTION

Fleet induction must be provided to all staff that are required to drive a Trust operated vehicle and may incorporate the following:

- How to plan driving trips and perform safety checks
- Requirements for reporting on vehicle damage
- Familiarisation with different road vehicle makes and types.
- Loading and securing of both internal and external loads
- The completion of the Transport Management “**Daily Transport Record Sheet**” (TAD_CO077_03)

21. GUIDANCE ON THE CARRIAGE AND TRANSFER OF LOADS

The guidance for the carriage of loads may be subject to the following criteria:

- Size – unwieldy
- Shape – square, spherical, oblong etc.
- Composition – smooth, rough, slippery, sharp/jagged edges, protrusions
- Content – liquid, solid, hazardous, sharps, compressed gases, chemicals
- Attractiveness – Laptops, drugs / sharps, mobile phones, brief cases etc.
- Importance – patient information / records, samples etc.

Loads should be carried as safely as possible – regard should be given to:

- Any hazard presented by the load – shifting, hot/cold, leakage etc.
- Any specific signage required by relevant regulations (Hazardous Materials, flammable liquids, compressed gasses etc.)
- Any training required to load/unload the load – Manual Handling
- Any restrictions regarding the weight of the load for the vehicle used
- Securing of the load whilst in transit
- Any advance warning to relevant authorities that the load is to be moved including – route – content – time of travel – size of load (high, wide etc.)
- Any specific license or signage to carry or required by the driver to transport that load

All requirements should be confirmed prior to moving the load if unsure of any aspect of the move, advice should be sought from the manager / supervisor – the initiator of the move or a “competent person”.

22. GUIDANCE ON THE CARRIAGE AND TRANSFER OF PEOPLE

Employees are to maintain a safe environment for themselves and others who may be affected by the transfer of persons from location to location

They are to be aware of the particular needs of passengers and take appropriate measures to ensure their safety and comfort at all times.

Where necessary, a suitable and sufficient risk assessment of the persons transfer is to be made, agreed and fully documented prior to the start of the journey. Further guidance can be found in the **Management of Violence and Aggression Policy** and the **Safe Vehicular Transport of Service Users and Others Policy**.

23. PENALTY POINTS AND NOTICES

Pennine Care NHS Foundation Trust vehicles **DO NOT** have special dispensation from parking restrictions e.g. parking in or on disabled bays / family parking bays / double yellow lines etc. and all vehicles must comply with National speed limits.

Registered Pennine Care NHS Foundation Trust drivers are advised that any driving penalties such as:

- Parking fines
- Speeding fines
- Fines, penalties or confinement pertaining to any legal proceedings
- Penalty driving points

Will, be wholly the responsibility of the driver of the vehicle at the time of the incident. Pennine Care NHS Foundation Trust will not accept any responsibility.

24. EMPLOYEES IN OWN VEHICLE

Trust employees are reminded that they should comply with all current relevant legislation with regards to safe operation of motor vehicles under their control and any Trust policies associated with their undertakings.

A Trust employee must ensure that if their private vehicle is used for any type of work related activity, in addition to social, domestic and pleasure vehicle insurance cover. Staff will need an appropriate level of Business Insurance Cover.

Examples of work related activities which would require a Trust employee to have Business insurance cover includes, but not exhaustive:-

- Run Trust/service/departmental/ward/team errands during the day
- Travel to client or business meetings
- Travel between different Trust/workplace sites
- Drive colleagues or business contacts around
- Allow other employees to drive your vehicle
- Make deliveries or collections

Advice on ensuring that a Trust employee has the correct level of vehicle insurance should be through their insurance provider.

Employees should note that vehicles used for business use are subject to the Workplace (Health, Safety and Welfare) Regulations and No Smoking legislation in confined spaces.

25. MOBILE DEVICES

Any mobile devices issued, as designated, by the Trust and carried by employees are subject to Mobile Devices Usage and Security Policy.

26. MONITORING

The effective application of this policy, including adherence to any standards identified within will be subject to monitoring using an appropriate methodology and design, such as clinical audit.

Monitoring will take place by the Health and Safety Committee every 2 years or such times as legislation, the Trust Board directs or events dictate that a review is to be carried out earlier.

27. EQUALITY IMPACT ANALYSIS

As part of its development, this document was analysed to consider / challenge and address any detrimental impact the policy may have on individuals and or groups protected by the Equality Act 2010. This analysis has been undertaken and recorded using the Trust's analysis tool, and appropriate measures will be taken to remove barriers and advance equality of opportunity in the delivery of this policy / procedure

28. FREEDOM OF INFORMATION EXEMPTION ASSESSMENT

Under the Freedom of Information Act (2000) we are obliged to publish our policies on the Trust's website, unless an exemption from disclosure applies. As part of its development, this policy was assessed to establish if it was suitable for publication under this legislation. The assessment aims to establish if disclosure of the policy could cause prejudice or harm to the Trust, or its staff, patients, or partners. This assessment has been undertaken using the Trust's Freedom of Information Exemption Guide, and will be reviewed upon each policy review.

29. INFORMATION GOVERNANCE ASSESSMENT

This Policy has been analysed to ensure it is compliant with relevant information law and standards as in place at the time of approval, and are consistent with the Trust's interpretation and implementation of information governance components such as data protection, confidentiality, consent, information risk, and records management.

Compliance will be reviewed against any changes to legislation / standards or at the next review of this document.

30. SAFEGUARDING

All staff have a responsibility to promote the welfare of any child, young person or vulnerable adult they come into contact with and in cases where there are safeguarding concerns, to act upon them and protect the individual from harm.

All staff should refer any safeguarding issues to their manager and escalate accordingly in line with the Trust Safeguarding Families Policy and Local Safeguarding Children/Adult Board processes.

31. REVIEW

This policy will be reviewed three yearly unless there is a need to do so prior to this e.g. change in national guidance.

32. REFERENCES

Driver and Vehicle Standards Agency, 2015. *The Official DVSA Highway Code*. London: Stationery Office.

Health & Safety Executive, 2014. *Driving at work: managing work-related road safety*. London: HSE

Drivers' Hours (Goods Vehicles) (Keeping of Records) regulations 1987. Available from: <https://www.legislation.gov.uk/uksi/1987/1421/made> [Accessed 7 March 2019]

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Smoke Free (Exemptions and Vehicles) Regulations 2007. Available from: <http://www.legislation.gov.uk/uksi/2007/765/contents/made> [Accessed 7 March 2019]

Equality Act 2010

Freedom of Information Act 2000

Health and Safety at Work Act 1974

Road Traffic Act 1974, 1988, 1991

Road Traffic (Drivers' Ages and Hours of Work) Act 1976