Management of Occupational Road Risk
A four council journey
The journey begins...

• Late 2013 SMT Ballymoney Borough Council was concerned about the issue of driving at work
• HSENI Initiative around Workplace Transport
• To work in partnership with other councils within our cluster in the run up to LGR
• Involve key stakeholders (HR, HSO, Local Road Safety Committee)
First Steps

• Established a working group (5 members)
• Aims to establish the following:
  – Audit of current practice to establish baseline.
  – Agree a scheme, what do we want to achieve and the measures of success.
  – How to implement the scheme.
  – Results
  – Next Steps
Baseline

• Inconsistencies across four Councils
  – Some licence and insurance checks
  – Minimal health declarations and checks

• No Fleet risk profile

• Variation in Mobile Phone Policy

• Little Risk Assessment of activity

• No grey fleet monitoring
  – tax, MOT or maintenance
What did we want to achieve?

• Agreed a 12 month Pilot Project leading up to 1st April 2015

• Objectives:
  – Legal compliance
  – Identify all persons who drive for the organisation
  – Identify individual risks profile for employee and elected member
  – Monitor performance and report risks
  – Review
Causeway Coast and Glens Borough Council

What did we want to achieve?
Buy in from all stakeholders
Ability to check:
– validity of driving licence and insurance (Active and grey fleet)
– health check declarations
– service, tax and MOT declaration
– Individual driver risk profile
– Acknowledgment of driver hand book, mobile phone and smoking policies
– Journey planning and accident records (RTC)
– A record of prosecutions and penalty points
What we did

• Reviewed off the shelf software packages
• Easily manageable and user friendly
• Prepared specification
• Invited quotations (four received)
• Evaluated and reported to Senior Management Team
What we did

• Agreed Pilot Councils and a start date
• Pilot in 2 of the 4 Councils
• Initial Implementation date 1st April 2014
• Protocol and Questionnaire agreement involved HR, IT, Service Managers and Unions
• Active Fleet approximately 130
What we did

• Grey Fleet approximately 300
• All Employees, elected members, temporary and agency staff
• Commencement date 18th August 2014
• Electronic questionnaire (5-10 minutes)
• Assistance given to those who didn’t have ready computer access
• Advance notification to all users (Documentation required)
• Weekly reminders to individuals and managers until completed
Results

• Individual and Departmental Risk Assessment Reports
• Resolution of queries on driving licences and Insurance documents
• All agency staff completing assessment
• The end of weekly reminders!
### Risk Report

<table>
<thead>
<tr>
<th>Department</th>
<th>Employees</th>
<th>Completed</th>
<th>Outstanding</th>
<th>Employees With Risks</th>
<th>Stop</th>
<th>Information</th>
<th>Actioned</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Environmental Health</td>
<td>19</td>
<td>19</td>
<td>0</td>
<td>14</td>
<td>0</td>
<td>31</td>
<td>23</td>
</tr>
<tr>
<td>- Finance &amp; ICT</td>
<td>6</td>
<td>4</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>6</td>
<td>6</td>
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<tr>
<td>- Amenities</td>
<td>24</td>
<td>24</td>
<td>0</td>
<td>13</td>
<td>1</td>
<td>21</td>
<td>19</td>
</tr>
<tr>
<td>- HR &amp; Registration</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>4</td>
<td>7</td>
</tr>
<tr>
<td>- Diamond (agency)</td>
<td>42</td>
<td>11</td>
<td>31</td>
<td>6</td>
<td>1</td>
<td>14</td>
<td>3</td>
</tr>
<tr>
<td>- Building Control</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>8</td>
<td>2</td>
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<tr>
<td>- Leisure Services</td>
<td>48</td>
<td>45</td>
<td>3</td>
<td>16</td>
<td>6</td>
<td>34</td>
<td>21</td>
</tr>
<tr>
<td>- Corporate Services</td>
<td>7</td>
<td>7</td>
<td>0</td>
<td>7</td>
<td>0</td>
<td>16</td>
<td>5</td>
</tr>
<tr>
<td>- Environmental Services</td>
<td>30</td>
<td>28</td>
<td>2</td>
<td>17</td>
<td>0</td>
<td>22</td>
<td>32</td>
</tr>
<tr>
<td>- Elected Members</td>
<td>16</td>
<td>16</td>
<td>0</td>
<td>14</td>
<td>1</td>
<td>42</td>
<td>11</td>
</tr>
</tbody>
</table>

**Totals:**

- Employees: 201
- Completed: 163
- Outstanding: 38
- Employees With Risks: 97
- Stop: 10
- Information: 198
- Actioned: 129
# Risk Report

**Causeway Coast and Glens Borough Council**

<table>
<thead>
<tr>
<th>Risk</th>
<th>No. of Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stop</strong></td>
<td><strong>Information</strong></td>
</tr>
<tr>
<td>No business insurance</td>
<td>9</td>
</tr>
<tr>
<td>Not a valid driving licence.</td>
<td>1</td>
</tr>
<tr>
<td>Driving licence copy required</td>
<td>0</td>
</tr>
<tr>
<td>Insurance certificate.</td>
<td>0</td>
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<tr>
<td>Drivers' handbook not received.</td>
<td>0</td>
</tr>
<tr>
<td>No rest breaks planned.</td>
<td>0</td>
</tr>
<tr>
<td>Driver CPC card.</td>
<td>0</td>
</tr>
<tr>
<td>Active penalty points.</td>
<td>0</td>
</tr>
<tr>
<td>Incorrect address on licence</td>
<td>0</td>
</tr>
<tr>
<td>Unaware of the mobile phone policy.</td>
<td>0</td>
</tr>
<tr>
<td>Reporting at work accidents.</td>
<td>0</td>
</tr>
<tr>
<td>Reporting medical conditions.</td>
<td>0</td>
</tr>
<tr>
<td>No CPC training</td>
<td>0</td>
</tr>
<tr>
<td>Possible driving prosecution / conviction.</td>
<td>0</td>
</tr>
<tr>
<td>Unaware of the company smoking policy.</td>
<td>0</td>
</tr>
<tr>
<td>Not arriving on time for the majority of your journeys.</td>
<td>0</td>
</tr>
</tbody>
</table>

**No. of Risks:** 10 198 129

- Think safe, drive safe, be safe
Results

• A number of stop risks including elected members
• Invalid Licences (out of date, wrong address)
• Not insured for business use
• Unreported Health conditions
Results

- Internal Communication Problems
- Resource Issues (Pressure on HR, IT, Insurance Officer)
- Lack of record Keeping
- Agency Workers
- Need to refine Internal processes
- Review and revise Driver’s handbook
- Review and revise Mobile Telephone Use Policy
Where to next?

• Introduce annual driver safety audit across Council
• Active Fleet approximately 200
• Grey Fleet approximately 600
• Refine protocols and responsibilities
• Electronic storage of documents (licence/insurance)
• Deliver driver safety training based on safe driver, safe vehicle, safe journey and safe site
• Monitor and promote safe driving to ensure continual improvement
The journey continues