

To Vice-Presidents/Deans, Heads of Schools and Research Institutes, HoFAs

From Dr Melanie Taylor, Head of Safety Services

Date 20 October 2010

cc Prof M Case, Dr D Barker, M Laithwaite, School Safety Advisors, Safety Representatives

Reference Safety Circular 9/2010

Procedure on Driving at Work

Action: Senior managers are asked to note this new University Procedure and circulate details to all staff and students who use either University-owned vehicles or their own vehicles on University business (so-called grey fleet drivers).

[Procedure](#)

It is estimated that a third of deaths on the road are of people using vehicles whilst they are at work (approx 1000 per annum)¹. Perhaps because so many of us drive regularly, occupational road risk can be overlooked in risk assessments.

*"There will always be risks associated with driving. Although these cannot be completely controlled an employer has a responsibility to take all reasonable steps to manage these risks down to as low a level as reasonably possible in the same way as they would in the workplace."*²

The University's Occupational Health, Safety & Training Advisory Group has been considering options about what "reasonable steps" the University should take, and looking at synergies between these and our sustainability objectives. This new procedure is the result, and is intended to be a proportionate response to the risk.

Aside from health and safety issues, there is an urgent need to reduce travel-related carbon emissions so as to reach the University's target of reducing its absolute carbon footprint by at least 40% by 2020³. This procedure has the added aim of discouraging non-essential, work-related travel by car".

Please note that when the new web-based expenses claim form is implemented, it will require all claimants of mileage expenses to sign a declaration to the effect that they have valid and current driving licence, business insurance cover and MOT (where applicable), and also that alternative means of travel have been considered but are deemed inappropriate. In addition, the risk assessment for any work-related vehicle use should cover key issues such as journey planning to allow breaks or changes of driver, and for traffic or weather-related delays, and daily user checks. More guidance on the occupational safety aspects of risk assessments is at <http://www.hse.gov.uk/roadsafety/index.htm>

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¹ <http://www.hse.gov.uk/pubns/indg382.pdf>

² <http://www.hse.gov.uk/roadsafety/index.htm>

³ www.manchester.ac.uk/sustainability/campus/energy/cmanagement