



EMPLOYEE HAND BOOK 2020

OUR PARTNERS



Wages

Will be paid on a weekly basis, on receipt of employee time sheet. The time sheet should be completed and put in glass fronted pigeon hole cupboard in reception at the end of your last shift of the week (Friday / Saturday).

If time sheet has not been handed in, then only **BASIC** hours will be paid.

All wages payments will be in your bank Friday.

All employee direct debits should be set for the Friday to ensure they have enough funds in their account as no bank charges will be paid by the Company.

Holidays

When joining John Pearce Transport, all holidays that have been booked prior to joining the Company will be honoured but not paid.

The holiday entitlement is 28 days, 8 of those are bank holidays the rest are accrued 1.66 days per completed month.

If you have not accrued enough holidays by the time you are due to go on holiday, then you will **ONLY** be paid for the number of days you have accrued i.e. holiday booked for 10 days but only accrued 7.

All holidays must be authorised by the General Manager; a copy will be returned to you signed to say that they have been authorised.

No Smoking Policy

There is a **NO** smoking policy on the site only in designated area which is next to the security hut by the main gate.

Weekly Downloads

All Digi-card and analogue tachographs **MUST** be downloaded / scanned weekly. This is to ensure that all vehicle mileage is accounted for and all driving hours are checked.

Overnight Parking with Loads (High / Low Value)

HGVs are vulnerable as long as they are carrying a load. Drivers should therefore be aware of some simple steps to help reduce the chance of becoming a victim. Make sure you:

- Never leave the vehicle with the key in the ignition and the engine running.
- Use pre-planned, approved overnight parking facilities.
- Do not give lifts, or to have any unauthorised people in the cab.
- Thieves will try and stop drivers while they are driving or delivering by using a number of various tricks. These include staged accidents, impersonating police officers or officials and pretending that the trailer doors are open.

- Only stop for marked police/DVSA vehicles with uniformed occupants. If in doubt, ask for identification.

JOHN PEARCE GLYNNEATH LTD

SITE SAFETY RULES

- 1) All personnel shall undergo safety induction training.
- 2) All attendees to site i.e. visitors & sub-contractors must sign the relevant signing in log register. Staff must clock in/out
- 3) Hi-Vis and safety shoes shall be worn at all times.
- 4) Pedestrians must follow the designated pedestrian route when entering or leaving the premises.
- 5) All personal effects and valuables are brought on to site at your own risk. John Pearce accepts no liability for any loss or damage however caused.
- 6) Every accident and near miss event must be reported to the Health & Safety Manager immediately.
- 7) Any person found to be interfering with or misusing fixtures, fittings or equipment provided in the interest of health, safety and welfare shall be excluded from site.
- 8) This is a No Smoking site which includes inside a vehicle. Smoking will only be permitted in designated area (near security hut at front entrance)
- 9) Visitors must report to reception and whilst on site must wear Hi-Vis and Safety Shoes
- 10) All drivers must adhere to site traffic management controls i.e. 5mph speed limits
- 11) Vehicle drivers must wear Hi-Vis and Safety Shoes (when outside vehicle). Banksman must be used when reversing vehicles in to the building.
- 12) Vehicle drivers must adhere to FLT driver's instructions during loading / unloading
- 13) Safety signs and notices must be followed.
- 14) No alcohol or illegal drugs are to be brought onto the site
- 15) No person who is under the influence of alcohol or drugs is allowed on site
- 16) Offensive or inappropriate language and provocative gestures are not allowed
- 17) No gambling, threatening or violent behaviour

- 18) No personnel shall indulge in fighting, horseplay or practical jokes within the site or its perimeter.
- 19) Toilets and washrooms must be kept in a clean and hygienic state after use
- 20) Refuse must not be allowed to accumulate; work areas are to be kept tidy
- 21) Mobile phones or any audio devices are not to be used in work areas.
- 22) Permission must be obtained from the Site Manager prior to contractors working on site.
- 23) All site personnel, for their own safety and for the safety of others, are required to fully comply with the Health & Safety at Work Act 1974.
- 24) Site fire and emergency alarms, equipment and instructions are designed to protect life. They must be followed. The Assembly point is at the security Hut at front entrance.

1. The Law

Driver's responsibility

Under the Road Traffic Act 1988 (RTA) the driver is responsible for ensuring that the vehicle is in a roadworthy condition. This means on any occasion you take a vehicle onto the road you are:

- a) responsible for the vehicle.
- b) responsible for checking the vehicle for any defects before commencing any journey.
- c) breaking the law if you take an unroadworthy vehicle onto the public highway.
- d) liable for prosecution if there is a fault which could result in a criminal record.

Drivers of all vehicles must check their vehicles before first use of the day. Drivers must never drive a vehicle knowing that it is in an unroadworthy condition.

Law enforcement

Traffic law enforcement is undertaken by the Police or officers from VOSA (Vehicle Operator Services Agency). Local Authorities also have powers to prosecute for motor offences such as parking, route violation and zone restrictions.

Company policy

In addition, there are company rules set in place to ensure safe operation and to promote good practice.

2. Powers to stop vehicles

If stopped by the Police or VOSA inspector

John Pearce Glynneath Ltd & Haulage Ltd, its employees and sub-contractors, have a duty to comply with all authorities. If a driver is stopped it is likely to be by a uniformed Police or Traffic Officer. Although they both have the authority to inspect a vehicle it is likely that, if you are driving a Large Goods Vehicle, this will be done by an Inspector from VOSA. Inspectors from VOSA also have the authority to make random inspections. A driver cannot refuse to have his vehicle inspected and must not obstruct the Inspector or Police from doing so.

Any defects found will be pointed out to the driver by the Inspector who can bring charges. They may also be pointed out to the Officer who could also bring charges for driving the vehicle with the defects. Some defects carry fixed penalties; others will require the driver to attend a court of law. Either way the driver's licence could be endorsed with points. Significant vehicle defects or repeat offences may result in the company's Operating Licence being suspended or withdrawn.

Roadworthiness enforcement

John Pearce Glynneath Ltd employees and sub-contractors are required to comply with authorities, uniformed Police, Traffic Officer or VOSA Inspector. Drivers should comply and not obstruct the inspections. Any defects in the vehicle will be pointed out and listed under the 'Categorisation of Defects'.

Categorisation of defects

Prohibition Notices can be issued on a number of forms, the most common of which is the PG9. You must inform your Line Manager if you are stopped, even if a notice is not issued.

Type Action

PG9A Issued to alter a prohibition. (e.g. when an immediate prohibition is subsequently deferred).

PG9B Allows the vehicle to be moved under prescribed conditions.

PG9C Explains why a prohibition has not been moved.

PG10 Used to remove a prohibition.

PGDN35 The vehicle is free of defects or has a list of advisory non-prohibitable defects.

PG35EC Issued by a mobile compliance device.

The PG9 has a number of versions (as well as the bands outlined above).

3. Graduated Fixed Penalties (FPN)

Graduated Fixed Penalties

The Graduated Fixed Penalties Scheme was revised on 28 May 2009. It extends the previous fixed penalty scheme used by police forces in the UK.

Fixed penalty fines will be issued to drivers for offences that are being committed at the time of a police or VOSA inspection. These are graduated according to seriousness, from £30 – £200. Graduated FPNs are used to deal with the majority of drivers' hours, excess weight and vehicle condition offences, unless the offences are considered too serious or the number of offences too numerous.

Endorsements to your driving licence

Some offences will result in points being added to your driving licence (endorsements), as well as the fixed penalty notice. For example, if your vehicle is found to have defective brakes, you'll be given a £60 fixed penalty notice (level 2) and three points on your licence.

What happens if you're given a fixed penalty

You have 28 days from the date of issue to either pay the fine or ask for a court hearing. If the offence is endorsable, you must present your licence within 14 days. The points will be added to your licence.

4. Overloading

Overloading

It is the driver's responsibility to ensure that the vehicle is not overloaded. All our vehicles have attached to the chassis, a plate identifying the maximum weight limits for that type of vehicle. Both the driver and John Pearce Glynneath Ltd are liable to prosecution for overloading, which could result in a fine and driver's and operator's licence endorsements.

Definitions

- Unladen weight — weight of vehicle without load.
- Axle weight — weight transmitted to the road by all wheels on one axle.
- Gross laden weight — total weight of vehicle and load.
- Train weight — total weight of vehicle, its trailer and load.

- Plated weight — either the design weight limit given on the manufacturers plate or the legal weight limit given on the Department of Transport plate.

If you are uncertain, a yard weighbridge (where installed) should be used. When a weighbridge is not installed in the yard an appropriate local weighbridge should be used. Please ensure that you are booked into any weighbridge that you are going to. Weighbridge tickets must be handed into the site office for filing with the vehicle records and for the cost to be reimbursed.

The carrying of unsecured loads is also the responsibility of the driver, a breach of which is also punishable by law. Carrying goods, tools, spare fuel and equipment in the drivers cab is illegal; these must be secured in the appropriate storage areas. If John Pearce Glynneath Ltd has a bad reputation with VOSA, the authorities will make sure Lynch vehicles are checked more regularly.

5. Alcohol and Drugs Abuse

Drink / drugs abuse

If you have a dependency problem John Pearce Glynneath Ltd will help you, BUT only if you admit to it before it is too late. You are in control of machinery and there is no room for misjudgement. Serious injury will affect you for the rest of your life — whether injury to you or someone else. The company prohibits the use of illegal drugs or the consumption of alcohol when on duty. For drivers there is a ZERO tolerance policy. Any employee driving a company vehicle under the influence of drugs or alcohol will be dismissed for gross misconduct. Any sub-contractors will have their contracts terminated. Remember that a drug does not only mean banned substances. If you are taking legal drugs that say 'No working with machines', inform your Line Manager. Please be aware that this includes over-the-counter medicine as well as prescribed drugs. An outside agency will be conducting random tests for alcohol and drugs on behalf of the company. This is to ensure compliance and to uncover violations of policy. Refer to the Company Drugs and Alcohol Policy, or your Manager for further information. Also see safe driving section in this handbook.

6. Traffic Offences

Seat belts

When in a vehicle seat belts must be worn at all times by drivers and passengers. Failure to do so is a chargeable offence and may invalidate an accident insurance claim.

Mobile phones and electronic devices

Mobile phones must not be used whilst driving. Even if you have hands-free pull over to talk to people. Drivers can be prosecuted for careless, inconsiderate and dangerous driving if while using a mobile phone, the driver causes an incident. The penalties include an unlimited fine, disqualification and up to 2 years imprisonment. This includes hand-held devices (SATNAV, IPAD, tablet etc.).

Smoking

Smoking is prohibited by law in all company vehicles whether driven, stopped or parked. All company vehicles must display a No Smoking sticker on the dashboard. The driver will be liable for any penalties incurred. Refer to the Company Smoking Policy for further information.

Speeding

Speeding offences which are traced to a company vehicle will be directed to the designated driver. The penalties may include a fine and points added to the drivers licence. The company may also take action against drivers who commit speeding or traffic offences verified by observation or vehicle tracker systems.

Congestion Charge

Before entering any UK congestion charge zone the driver must ensure that the vehicle is correctly registered through your appropriate line manager.

London LEZ

Certain (Pre 03) vehicles are prohibited from entering the London LEZ (Low Emission Zone). It is the operating site's responsibility to ensure the appropriate registration is in place before commencement of the journey. All breaches will be borne by the operating department.

6. Traffic Offences (cont.)

Parking

Drivers must, at all times, park their vehicles in compliance with legislation and with due care and consideration for other road users. Any parking ticket will be forwarded to the designated driver for attention. The company will not pay for any parking ticket whatever the situation. Don't stop unless you have to. The vehicle must be locked at all times when not in use or when you are away from it and kept within sight if possible. It may affect our insurance cover if you don't lock the vehicle, and all keys must be removed when the vehicle is unattended. Lynch Plant do not accept any liability for personal possessions or tools stolen from the vehicle.

Overnight parking, LGVs

Vehicles over 3.5t must be parked overnight at the yard relevant to its Operator's Licence. If a vehicle cannot be parked within an operating site your Line Manager must be informed for assistance as the vehicle will be required to be parked at a site officially approved by the Department of Transport.

Overnight parking, vans

There is no legislation regarding the parking of 3.5t vehicles and below. Wherever possible they should be parked under the security of a company depot. Where, for commercial reasons, this is not practical vehicles can, with your line manager's permission, be taken home. They must be parked in a safe area with items of value removed. They shall also be parked with due consideration to other road users and not to cause offence to residents.

London Lorry Control Zone

Restrictions are in place in London on the use of heavy goods vehicles to help minimise noise pollution in residential areas during unsocial hours through restricted use of these roads. The Lorry Control Scheme takes the form of controls on the movement of any heavy goods vehicles over 18 tonnes maximum gross weight at night and weekends. All drivers are to be aware of the road restrictions. Contact your line manager who will advise you of the routes to take.

Times of Restriction

Monday - Friday: 9pm - 7am (including 9pm Friday night to 7am Saturday morning).
Saturday: 1pm - 7am Monday morning

7. Dangerous Goods

Carriage of Dangerous Goods (e.g. fuel, chemicals, bitumen and gases)

Carriage of large amounts of Dangerous Goods requires specialist licences, training, vehicles and signage. Some loads are notifiable. For this reason we can only carry small amounts of Dangerous Goods; up to 2 x 20L of diesel, up to 1 x 20L of petrol, up to 2 LPG cylinders (less than 12.5Kgs) or a gas welding set. Carrying mixed loads of Dangerous Goods may also constitute a breach of the regulations, so only carry petrol or gas and ensure containers are approved and stored correctly.

Some tunnels restrict any amount of dangerous goods (Blackwall), while others allow them but only under escort (Dartford).

8. Driver Licencing

Driving licence

Before a driver is allowed to use a company vehicle they must show their photo driving licence to the H.R. Manager. The licence shall be an original and not a copy. This will be photocopied and used as evidence that the driver is properly qualified to drive a particular vehicle. The driver will be asked to give authorisation for the Company to check their licence every 4 months or on demand.

Drivers must report any convictions involving licence endorsement or disqualification to the General Manager immediately. Failure to do so could result in disciplinary action. John Pearce Glynneath Ltd will check with the DLVA to confirm your licence corresponds to the licence submitted. You must inform your manager about:

- change of address • endorsements
- bans • medical conditions
- any accidents in non John Pearce vehicles

The photo driving licence cannot be more than 10 years old. If you're not sure, ask your manager. Drivers do not have to carry their licence with them. However, if you are asked by the Police or VOSA examiner to produce your licence, you can

- nominate a Police station at which you must produce it within 7 days or
- produce it to VOSA office or specified traffic office within 10 days

If you lose your driving licence, it will affect your job. If there's any fine, you pay.

Driver Licencing (cont.)

Licence Entitlement

- Drivers of company vehicles must be at least 25 years old and have held a licence for at least 2 years for the class of vehicle they are driving.
- Written permission is required from the Insurance Manager to allow drivers 18 to 25 years old.
- LGV licence holders over 45 years old must renew their Licence every 5 years, until their 66th birthday.
- Licence holders over the age of 65 must renew their LGV entitlement annually.
- A medical is required for every LGV licence renewal.

The classes of drivers licence required to drive our vehicles can be seen overleaf.

NB. In all cases (except 'C+E') the trailer weight must not exceed the vehicle weight.

9. Defect Reporting

Daily vehicle defect report

Drivers of Vans and Large Goods Vehicles (3.5t or over) must make a routine check before the start of any shift and must complete a daily Defect Report.

If 'no defects' are found it is essential that this is recorded in the relevant defect book to provide evidence that a check has been carried out. Any defect found on the vehicle will be reported immediately to the Workshop Manager. The vehicle must not be driven until corrected, if the fault reported affects the roadworthiness of the vehicle, Towed plant/trailers and similar are subject to the same conditions for roadworthiness as other vehicles. When carrying out vehicle checks towed plant/trailers must be included on the same defect report. Comprehensive but not exhaustive lists of vehicle checks can be found in section 12. The daily vehicle defect report book shall be used as the checklist to identify areas for examination.

Compliance of tyres

The operator (John Pearce Glynneath Ltd) and the driver are both responsible for the ensuring that tyres are compliant with safe operation and current legislation. John Pearce Glynneath Ltd, or the driver, or both could be fined for each breach and action can be taken against the respective licence if tyres and wheels are found to be defective.

Compliance means that each tyre and/or wheel on the vehicle shall at all times:

- be suitable for the particular vehicle, i.e. correct size and load rating for each individual Critical Defects axle weight.
- be inflated to the correct pressure.
- be correctly matched in pairs. (size and rating)
- be a minimum of 1.6mm across the central three quarters of the tread and around the entire circumference for light motor vehicles. The remainder of the tread must have visible grooves.
- be a minimum of 1.0mm across three quarters of the tread and around the entire circumference for medium and heavy motor vehicles (over 3.5t) the remainder of the tread must have visible grooves.
- have no break or cut that is of a length of more than 25mm (one inch) or 10% of the sectional width of the tyre and that no such cut is deep enough to reach the tyre's plies or cords.
- do not show any signs of separation, i.e. lump, bulge or tear (especially retreads).
- have wheel nuts that are tight and secure in compliance with the manufacturer's recommendations. If the wheel has been removed from the hub for any reason the wheel must be properly refitted and the retaining nuts tightened to the correct torque.
- that after a wheel has been replaced the wheel nut torque must be re-checked after 50Kms but before reaching 250Kms. This check is to be recorded and handed to the Workshop Manager.

Defect Reporting (cont.)

Checks while driving

During the first 10 to 15 minutes of driving a good driver can assess whether a vehicle is operating satisfactorily. If a driver considers the vehicle not to be operating correctly the fault is to be reported to the Workshop Manager as soon as necessary.

The main faults to look out for whilst driving are:

- Accelerator pedal – operational and not too heavy or light.

- All instruments – clear, operational and lit when vehicle lights are on.
- Clutch and brake pedal – normal feel, not too much travel and operational.
- Gearbox – operational, easy and smooth operation.
- Mirrors – good view of rear position, not vibrating whilst on the move and glass not cracked.
- Headlights – operational and visible alignment.
- Flashers – operational including emergency use.
- Temperature – gauge not rising above normal.
- Fuel gauge – operational and accurate.
- Oil pressure gauge – operational and not rising above or below normal.
- Steering – no evidence of heavy steering; no excessive free play; quiet operation; vehicle does not wander from straight ahead position; wheel does not have unequal number of turns from centre to right and left hand locks.
- Cab security warning light – out when driving.
- Brakes – no snatching, smooth operation, no drag, no overheating, no change of feel of pedal and no skidding of single wheel when braking.
- Warning lights or alarms – none indicating danger.

If any faults develop during a journey making the vehicle unroadworthy the vehicle must be parked in a safe place and the fault reported immediately to the Workshop Manager. The vehicle must not be driven under any circumstances until the fault has been assessed and rectified by a competent person.

Critical defects

- Steering
- Brakes
- Suspension linkages
- Trailer couplings
- Wheels & hubs
- Tyres
- Near side warning sensors / cameras

10. Comprehensive vehicle checks

The main items which must be checked and which are also covered in the Defect Report are listed below:-

- Fluid levels – fuel, oil, water; and windscreen wash.
- Windscreen – clear; clean without damage and secure.
- Wipers – rubber in good condition and positioning correctly.
- Washers – operating correctly, reservoir full.
- Licences – operators and Road Fund disc – in nearside bottom corner of windscreen and legally in force.
- Seat – secure, clean and without damage.
- Seat belts – operational and not frayed or worn out.
- Accelerator pedal – dry, clean and secure.
- Brake and clutch pedal – no excess play. Rubber in good dry condition.
- Handbrake – secure, has feel and no excessive travel.
- Mirrors – all mirrors pointing in correct position, glass clean and secure.
- Horn – operational and normal loudness.
- Doors and locks – operational, secure and hinges not worn.
- All instruments – including tachograph; operational, readable and capable of illumination.

- Internal lights – operational, clean and secure.
- External lights – headlights (including visible alignment), sidelights, flashers (including emergency use), reflectors and stoplights – must all be operational, clean, not damaged, secure, non blinding and in matched pairs.
- Leaks – fuel and oil.
- Steering – no excessive free play.
- Lights – operational and illuminated when side lights on.
- Radiator – no visible signs of leaks, secure and operational.
- Wheel security – all nuts and studs must be tight with none missing. there should be no cracks around the wheel holes or where the centre joins the rim.
- All tyres – correct pressure and tread depth. No stones trapped in tread.
- Mud flaps – vertical, tight and with no visible damage.
- Fuel tank straps – secure, top covered and with no visible wiring defects.
- Chassis numbers – no visible signs that plates have been tampered with.
- Tyre mudguards – no damage to outside edge, secure and clean.
- Sheets, ropes and chains – adequate amount and in good condition.
- Number Plates – none missing (including trailer), undamaged, clean and visible.
- Trailer coupling – secure, not worn and with effective locking device.
Breakaway chains/cables attached.
- Electrical connections – working correctly.
- Cranes and grabs – stowed correctly and free from defects.
- Stabilising legs – stowed and locked in position.
- Trailer and loads – secure and compliant.

Daily checks – please ensure these checks are always carried out at the beginning of each day.

External checks

Check Operators Licence disc.

Tyres should have sufficient tread – the tread must not be worn to the extent that the tread indicator contacts the road surface. The legal minimum tyre tread depth is 1.0mm.

Check tyres for: pressure; damage; correct inflation; tread depth; deep cuts; cracks; bulges; evidence of carcass failure; and separated or perished rubber.

Condition and security

Check that: no wheel nuts are missing; and all wheel nuts are fitted correctly and secure. Check for any cracks or damage on wheels; wheel nut pointers may be fitted so that this can be done at a glance. If wheel nut pointers are fitted, check that they are in line.

All lights and reflectors Check all required lights are fitted; and working.

It will be quicker if you have a colleague help you with this or you could have a fixed mirror in your yard so that lights can be checked from the cab. And that all required markings are fitted; clearly visible; and not faded.

Exhaust Check for any obvious signs of the exhaust being: loose; or excessively noisy.

Air and electrical hoses and connectors

Check that all required connectors (including ABS and EBS cable if applicable) are: present; located correctly; and in good condition.

There should be no leaks from the air lines; stretching; chafing; or general damage or wear.

Fifth wheel and locking devices

Steps

Catwalk or drawbar

coupling

Check that the trailer is correctly located in fifth wheel; locking and safety devices are in position and working correctly; and steps and catwalks are secure.

Vehicle body and wings

Guards

Side and rear curtains

Straps, doors, tail lift

All cab and trailer doors should: be secure; and close properly.

All body panels should be secure; and not liable to fall off.

The bodywork should have no sharp edges; and be undamaged.

Landing legs and handle Check that: landing legs are fully raised; and the handle is secured in the correct position.

Trailer park brake (operation)

Check that: it operates correctly; and it is fully released.

Air suspension check that the suspension is set at the correct drive height.

Number plates and marker plates

Check that: number plates are fitted in the correct position; and all digits are clearly visible.

Where a truck and trailer are used: the trailer must display the number of the truck at the rear; and the trailer should also display its own registration or marker plate on the nearside chassis rail.

Engine oil

Water

Windscreen washer reservoir

Fuel levels and leaks check that all engine fluid levels are between minimum and maximum levels.

On some vehicles you may be able to check levels with relevant gauges or the display in the cab. Check the engine bay for any evidence of leaks. Make sure the washer bottle has enough fluid.

Checks before leaving the depot

Items to check Steering and brake operation

With the engine started, check that the service brake operates on both tractor and trailer; no air leaks are noticed when you press the brake; the brake pedal is free from damage and there is adequate anti-slip provision; and the steering does not have too much play and operates freely with the power assistance in operation.

Load security and weight distribution

Check that all loads are: adequately secured; unlikely to move; not overloaded (either overall or on any individual axle); and that any load is not too wide, too high or too long.

Items to check Tachograph, Speedometer, Speed limiter

Check that the tachograph continues to operate correctly; speedometer is operating and can be seen from the driving position; and vehicle does not exceed the maximum speed stated on the speed limiter plaque.

ABS and EBS warning lights

Check that the ABS or EBS lights do not remain on after their check sequence is complete. This would indicate a fault with the system.

Internal checks

After carrying out your walk around check, enter the cab.

Ensure that the vehicle is in neutral.

Switch the ignition on.

The Navman unit will power up. (if not on / off button is located top left corner of unit)

You will need to confirm on the screen that you have carried out your vehicle checks as per the Company Policy.

Enter your pin to logon.

Select messages.

Select new.

Select the appropriate report – Nil or Defect

Enter the information as requested. Send Message

There is additionally a fuel out form for occasions where you are unable to fuel up in the yard.

In-cab checks

Windows - Check windows for:

cracks; other damage; or anything that may obscure the driver's vision.

In-cab items to check

What the driver should look for driving controls, seat belts and safety belts

Check that the driver's seat is adjusted so that: all the controls are easy to reach; and the seat belt is working correctly.

Windscreen washer and wipers

Check that: wipers operate correctly and the blades are not worn; the windscreen washer operates and the jets are aimed correctly; and the washer bottle level warning light is not showing.

The horn- briefly check that it works.

The tachograph- make sure the hours and calibration are correct.

For digital tachographs, make sure the unit is operating; and there is paper loaded in the printer.

For analogue tachographs: insert a new chart into the unit; and make sure it is operating correctly.

Where applicable, check that: a speed limiter plaque is fitted and that it is showing the same tyre size as on vehicle drive axle.

ABS and EBS in-cab warning lights

Check that the ABS / EBS lights display and follow their correct sequence.

Instruments

Gauges and Warning devices

Check that no other instrument warning lights or indicators remain on after start up

Air leaks and pressure drops

Check for any indications of a drop in brake air pressure, for example: the sound of an air leak when you press the brake; air warning lights or buzzer; and the air pressure gauge shows insufficient pressure.



HGV DRIVERS' WALK AROUND CHECK



The person made responsible by the operator must undertake a minimum of **1 daily walk check in 24 hours**.



As a driver, the **DVSA recommend** this check is carried out before you first drive the vehicle each day.



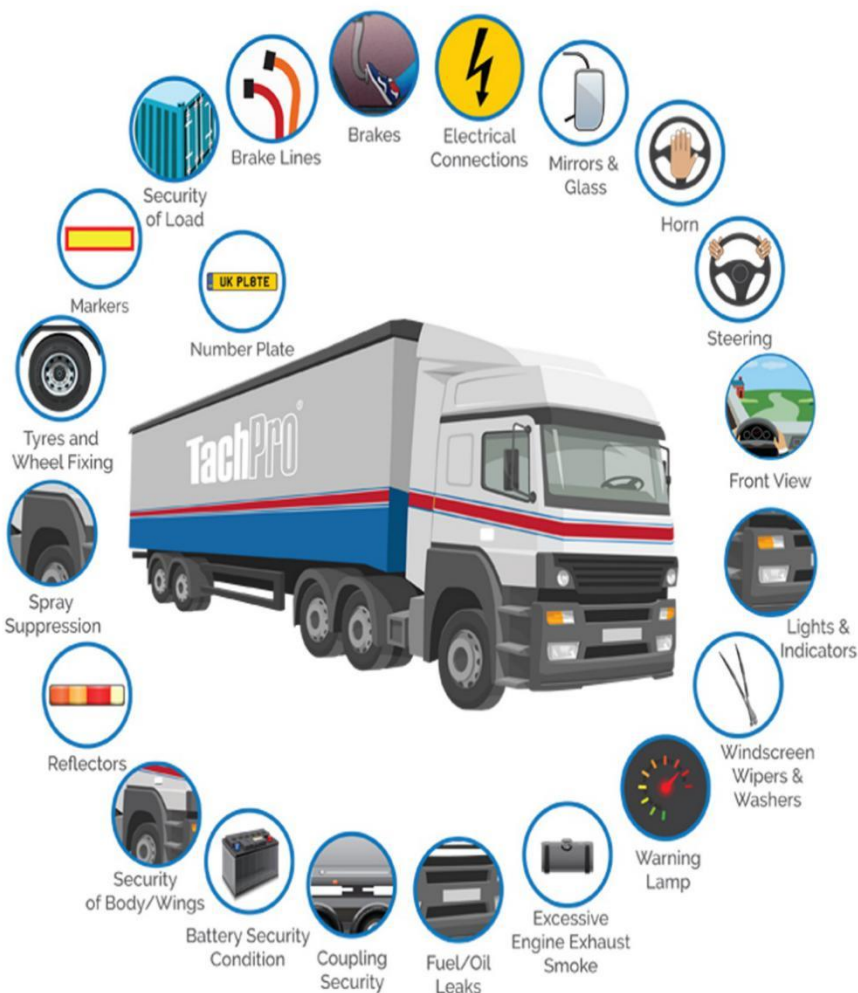
Each check should consist of a walk around look over the **whole vehicle** or combination.



On multi-trailer operations a walk around check of each trailer used should be made.



Always allow enough time for the completion of these checks!



Reports should be made available for a minimum of **15 months** - along with details of the **rectification work & repairer**.



Details recorded should include: **vehicle reg or ID mark, date, details of defects or symptoms, reporter/drivers name, and who the defect was reported to.**

The walk around check should cover the external condition, ensuring in particular that the



lights



tyres, wheel fixings



bodywork



trailer coupling



load security



ancillary equipments

are serviceable



As daily defect checks are vital, it is very important that the results are recorded & any defects reported in a **written report**.

TachPro recommend a daily defect book or the use of a real time system such as **TranzSafety**.

Get assistance if required for example to see the

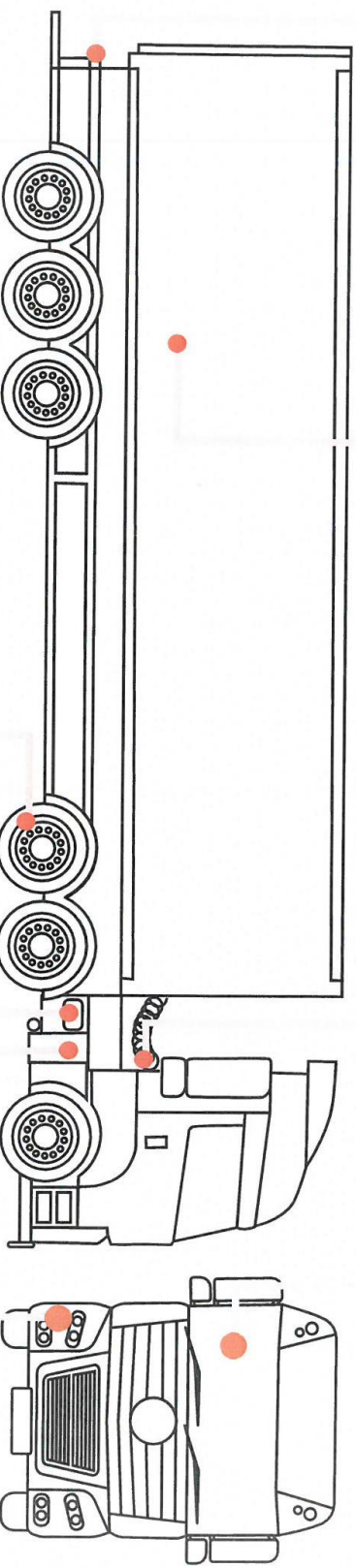
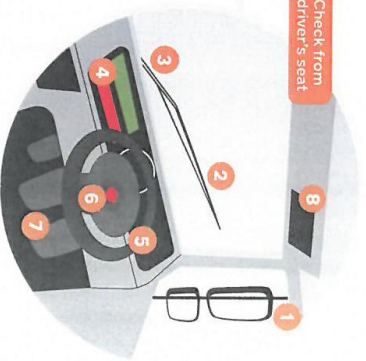
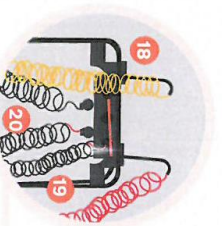


lights are working



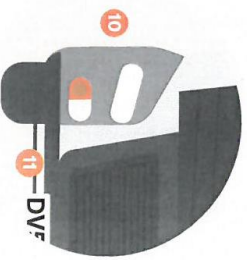
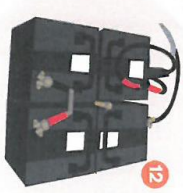
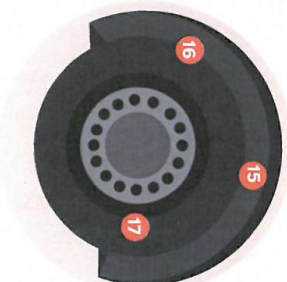
or use a brake pedal

application tool such as the **Extra Foot** which can be used to check lights as well as the **braking system** for leaks.



1. Mirrors + glass
2. Windscreen wipers + washers
3. Front view
4. Dashboard warning lights + gauges
5. Steering
6. Horn
7. Brakes + air build-up
8. Height marker
9. Seatbelts
10. Lights + indicators
11. Fuel/oil leaks
12. Battery security + condition

13. Diesel exhaust fluid (AdBlue)
14. Excessive engine exhaust smoke
15. Security of body/wings
16. Spray suppression
17. Tyres + wheel fixing
18. Brake lines + trailer parking brake
19. Electrical connections
20. Coupling Security
21. Security of load
22. Number plate
23. Reflectors
24. Markers



13. Accidents, injuries and reports

Road traffic accidents

If you're involved in an accident DON'T ADMIT LIABILITY AT ROADSIDE.

No matter how minor, all accidents must be reported to the company immediately followed by a written report giving full details. The report must be completed on the Particulars of Motor Accident Form. A copy of this can be found on the reverse side of your time sheet. In the event of a claim against the company, if an accident hasn't been properly recorded, the claim may ultimately be made against the driver personally.

It must also be remembered that any accident damage caused may result in defect notices being issued, by the Vehicle Inspectorate, if later stopped.

Any injury to people, or certain animals, or street furniture must be reported to the police. Failure to do so is a criminal offence.

What is an accident?

- If anyone is injured (except driver)
- If animals are involved: horse, ass, mule, cattle, sheep, pig, dog, goat
- If street furniture (lamp post, bollard) is damaged

You must report the incident to the Police within 24 hours.

Accidents and injuries

If you are involved in an accident you must give the following information:

- your name and address
- company name and address
- registration number of vehicle
- make note of driver's name, the vehicle owner's name, other driver's company, date/time, weather conditions
- number of people in the other vehicle
- take pictures of your vehicle, other vehicle
- make sure you notify Jeff Harding as soon after the accident as possible (not at the end of the working day). Call on 01639 720910, followed by your line manager.

Accidents, injuries and reports (cont.)

Accident report details

- weather conditions at time of accident
- condition of road surface and amount of traffic
- time and exact location
- presence of street lighting and if it was lit
- names and contact details of witnesses

NEVER ADMIT LIABILITY

14. How to complete the Particulars of Accident Form

If you are involved in an accident your first duty is to check that you and your passengers, or any other party are safe. Call the emergency services immediately should they be required. Call the General Manager or depot and let them know what has happened. Someone will be despatched to assist you if necessary.

Remember don't panic, stay calm, make sure injured persons are dealt with promptly and that everyone stays safe.

If your vehicle is involved in a road accident - even if the police aren't involved or it wasn't your fault, you must record the details on the back of your time sheet.

- Record the date of the accident.
- Fill in the vehicle details.
- Fill in the driver's details.
- Fill in the incident details.
- Are there any injuries – record these for you and your passengers.
- How many passengers in the vehicle?
- Make a note of any vehicle damages.
- Are there any additional details?
- Get the names of any other parties and witnesses and record these on the form.

Remember to say if they were a witness, another driver or a passenger.

- If any other vehicles are damaged or persons injured
- When you have collected your thoughts fill in the circumstances of the accident and add a sketch. Try and fill in as much as you can at the scene of the accident when your memory is fresh. Even so, you can return to the scene later if you need to collect more details.
- When you are happy the form is complete, sign and hand the form into Jeff Harding when you come back to the depot. Your manager or safety advisor will help with any details if you are unsure.

17. Driver's hours and records

Summary of EU Hours rule

Breaks from driving 45minute break after no more than 4.5 hours driving. Break can be divided into 2 periods, the first at least 15 minutes long, the second at least 30 minutes long.

Daily driving Maximum of 9 hours, extendable to 10 hours no more than twice a week. Weekly driving Maximum 56 hours.

Fortnightly driving Maximum of 90 hours in any 2week period.

Daily rest Minimum of 11 hours, which can be reduced to a minimum of 9 hours no more than three times a week. Alternatively, 12 hours' daily rest may be spread over the 24-hour period, taken in two or three periods, the last of which must be at least 8 consecutive hours, and all of which must be at least 1 hour.

The rest must be completed within 24 hours starting from the end of the last daily or weekly rest period. Compensation for

any reduction must be made by the end of the following week.

Multi-manning A minimum of 8 consecutive hours of daily rest must be taken daily rest within a period of 30 hours.

Ferry/train A daily rest period may be interrupted no more than once to daily rest move on or off a train or ferry for not more than 1 hour in total, provided that the interrupted rest period is extended by 2 hours.

Weekly rest Minimum of 45 hours' rest. This may be reduced to 36 hours, or 24 if the driver is away from base. Compensation for the reduced rest must be taken in one continuous period before the end of the third week following the week when the reduced rest was taken.

Driver's hours and records (cont.)

Summary of Domestic Hours rule

Daily driving limit In any working day (24 hours from start of duty) the maximum amount of driving is 10 Hours. Applies to driving on or off public roads.

Daily Duty limit In any working day (24 hours from start of Duty) the maximum amount of duty time 11 hours. For employee drivers 'Duty' means being on duty (driving or otherwise) for anyone who employs him/her as a driver including all periods of work and driving, but excluding rest and breaks, for self-employed drivers, 'Duty' means driving a vehicle connected to their business, or doing any other work connected with the vehicle and its load.

Tachographs

Tachographs are required for most vehicles over 3.5t. Tachographs must be used properly and in accordance with the requirements of the Law.

Where a Tachograph is fitted to a vehicle the driver must keep it running continuously from the time the driver takes over responsibility for the vehicle until they are relieved of duty.

Drivers are required to ensure that the time recorded on the chart agrees with the official time in the country of vehicle registration. Drivers must use mode switches on the tachograph which enables and records driving time, breaks from work/ rest periods, attendance at work and other duty periods.

If there is more than one driver a separate tachograph chart must be used for each person. Information in respect of distance travelled by the vehicle, vehicle speed, driving time must be recorded on the chart of the driver who is actually driving at that time.

Dirty or damaged charts must not be used. If a chart containing records has been damaged, a new chart must be used from that point forward, both charts must be handed to the Compliance Manager.

If a chart is mislaid the driver must have a spare available on which manual entries can be entered. It is the driver's responsibility to ensure sufficient charts are available to cover all known eventualities.

Drivers are required to keep their charts for the past 28 days. Drivers must hand in the completed tachograph charts to the site office after the 28 days have lapsed, but no later than 1 week after that.

If a traffic law enforcement officer retains a tachograph chart, the driver must obtain a receipt which can be shown to another enforcement officer; if required, and which can be handed into the office in place of the chart.

When a driver is away from the vehicle and unable to operate the tachograph, either a manual entry must be made on the reverse of the chart or, for short periods of time, the chart can be left in the Tachograph with the appropriate driver mode selected. It must be remembered, however, that it is an offence to leave a chart in a tachograph for more than 24 hours.

A driver must enter the following information on the centre field of a Tachograph chart at the beginning of use:

- Surname and full first name. Initials, abbreviations, shortened names or nicknames are unacceptable. If more than one driver with the same name uses a vehicle, some way of distinguishing between them must be found, such as the use of a middle name or date of birth.
- The date and place where the use of the chart begins and the place where such use ends. Place names should be written in full without abbreviations. The use of such words as “depot”, “base” and “home” are unacceptable. Exact locations should be used rather than general names such as London.
- The registration number of each vehicle to which the driver is assigned, both at the start of the first journey recorded on the chart and then/ in the event of a change of vehicle, during the use of the chart. Fleet numbers should not be used in place of registration numbers. Where there is a change of vehicle, the time of the change from one vehicle to the next must be written on the chart.
- The odometer reading at the start of the first journey recorded on the chart, at the end of the last journey recorded on the chart and, in the event of a change of vehicle during the working day, the odometer readings at the beginning and end of the use of each vehicle. All the numbers of the odometer reading must be entered on the chart.

If the tachograph is unserviceable the driver must make a written temporary record.

The temporary sheet must be handed in to the compliance manager with the original chart and must contain all information that has not been correctly recorded by the tachograph, excluding the speed range. Manual entries on tachograph charts may be made on either the front or reverse side. These manual entries are only permitted until the vehicle is back at the base, at which time the fault must be rectified.

Driver's hours and records (cont.)

Digital tachographs

To drive a vehicle fitted with a Digital Tachograph the driver must have their own Driver Card. These must be obtained from the DVLA website or the Post Office. Cards must be downloaded daily by the Compliance Manager /Driver. It is the driver's responsibility to ensure that the card is downloaded within these parameters.

If the driver does not have a card they are not permitted to drive. This includes leaving your card at home.

If there is a fault with the Digital Tachograph Driver Card a manual record must be kept. This fault must be rectified within 15 days, after this, the vehicle or driver cannot be used.

You are required to print off at the end of each working day your digital card printout.

You must also keep a significant supply of print roll, to enable vehicle printouts to be made on the request of enforcement officers. John Pearce will supply 2 rolls.

If the Tachograph is unserviceable the driver must make a written temporary record.

The temporary sheet shall be handed in to the Compliance Manager. Manual records must be kept. These manual entries are only permitted until the vehicle is back at the base, at which time the fault must be rectified.

The aim of this guide is to explain the main components of the requirements and how they affect the driver.

Below is a summary of the main requirements regarding driver's hours.

<u>Breaks from driving</u>	Total of 45 minutes uninterrupted break to be taken at or before the end of 4 ½ hours continuous or cumulative driving. The 45 minute break may be split into two breaks, the first at least 15 minutes long, the second at least 30 minutes long . Once you have completed the breaks shown above you may start a fresh period of 4 ½ hours driving, you will then need to take a further 45 minute break or a succession of shorter breaks as above if you intend to drive a 10 hour day. Any driving over 9 hours will be classed as a 10 hour day.
<u>Daily rest</u>	A driver must have 11 consecutive hours rest in each 24 hour period, which begins at the end of the last daily/weekly rest period (start of shift). This may be reduced to a minimum of 9 hours no more than three times between weekly rests. Any reductions no longer require compensation . If, therefore, you intend taking 11 hours rest your duty period will last up to 13 hours from the time you start work. If you intend taking 9 hours rest then your duty period will be 13:01- 15 hours . Any duty period over 13 hours will automatically result in a 9 hour rest being taken.
Split daily rest	<u>Split daily rest</u> can be taken in two periods, the first period being at least 3 hours long and the second at least 9 hours long allowing a maximum shift of 15 hours (not 16 as previous) .
<u>Weekly rest</u>	45 hours can be reduced to 24 hours at base or away from base. Reductions must be compensated by the end of the third week following the week of reduction. A full regular 45-hour rest is required in any two consecutive weeks
Double manning daily rest concession	Within 30 hours of the end of a daily/weekly rest period, when a vehicle is multi-manned, each driver must have at least 9 hours rest
Ferry/train daily rest concession	A regular (at least 11 hour) daily rest may be interrupted not more than twice by other activities not exceeding one hour in total. During the rest you must have access to a bunk or couchette
Fortnightly / Weekly Driving Limits	Fortnightly driving is restricted to 90 hours in any fortnight, accordingly if you drive 56 hours in any particular week (the weekly maximum permissible – x4 9 hour driving shifts and x2 10 hour shifts) you may only have driven 34 hours in the previous week and 34 the following week. Weekly driving is restricted to 56 hours.
Daily Driving	A driver must not drive more than 9 hours in a day. This may be extended to 10 hours twice a week. Any driving time over 9 hours will count as one of 10 hour driving periods. If, therefore, you drive for 9 hours in one day, then you are only allowed to drive for 10 hours one more time that week.

Written Entries In The Centre Of The (Analogue) Chart

Each driver must enter the following information on his record chart :

Drivers' surname and first name.

The date and place where use of the chart begins and ends.

The registration number of vehicles driven during use of the chart.

Start Km's and end Km's.

Driver's Name, Surname, First-name

Start Location

Finish Location

Start Date

End Date

Vehicle Registration

No.

Km

Km

Km

End Km's Odo Reading

Start Km's Odo Reading

Total Km's

If you are required to change vehicle during your days duty and the vehicle to which you are changing has the same type of tachograph as the vehicle you have just left, then use the same chart and complete the centrefield on the rear of the chart. There is no need to use a fresh chart under these circumstances. If you are changing to a digital vehicle then simply insert your digital card into the tachograph. If you are changing from a digital vehicle to analogue you will need to insert an analogue chart in the normal way.

4

18. Collection and returning of vehicles

When taking possession of any vehicle, eliminate distractions. Don't use your phone and keep the radio at a sensible volume.

- Do your walk around checks
- Note any body damage on the Daily Defect Report
- The Haulage / Transport Manager must record you as the designated driver
- Familiarise yourself with the controls before setting off
- Don't take the vehicle if it is unsafe
- Come back to the depot if you think something is wrong when returning vehicles
- Bring it back to the depot
- Clear out any rubbish. Clean your vehicle
- Do a final defect report and Vehicle Report to record condition of the Vehicle
- Make sure you Park the vehicle in the correct area and take keys / paperwork over to the traffic office.
- Don't allow anyone to take the vehicle away without handing over properly

19. Defensive and green driving

Defensive driving means safe driving. It is the art of driving to avoid preventable accidents and avoid contributing to others being involved in accidents.

A preventable accident is one that you as a professional driver can avoid by doing everything you reasonably can. This means always being alert to what other road users are doing and taking appropriate action to prevent an accident.

A defensive driving style is also a fuel-efficient driving style. Smooth driving increases the number of miles your vehicle does for every litre of fuel it uses, and therefore reduces your carbon footprint. By adopting a defensive and green driving style you can save both life and the planet.

Concentrate — Observe — Anticipate

You must maintain constant concentration to observe any illegal behaviour and driving errors by other drivers. You must be ready to adjust your own driving in good time, to prevent yourself being involved in any incident resulting from illegal acts or errors by other road users.

The most important element of concentration is seeing. Constantly search the traffic scene around you and, most importantly, what is happening as far ahead of your vehicle as you can see. Only in this way can you give yourself as much time as possible to assess hazards as they develop, and decide on appropriate action.

Eliminate distractions. Don't use your phone and keep the radio at a sensible volume.

Most serious accidents are caused by vehicles driving too fast or too close to the vehicle in front. But many minor accidents are due to the driver not being aware of the presence of another vehicle, or what it was doing at the time. Examples of this include a van running into the back of another vehicle at traffic lights or a roundabout.

When you are aware of the presence of another vehicle do not trust the other driver to avoid mistakes. Defensive drivers try to control situations to prevent accidents.

Observe speed limits

No one benefits from speeding:

- You don't - why risk being caught by the police? Speeding increases stress / and you have enough to worry about.
- Your vehicle doesn't - increased wear and tear leads to a shorter life and increased risk of breakdown or accident.
- John Pearce doesn't - we suffer increased fuel and repair bills and vehicle replacement costs.
- The industry doesn't - we all have to work hard to improve the image of our industry. Our opponents thrive on evidence of vans breaking the law.
- Your environment doesn't - speeding and aggressive driving causes pollution.

A defensive driver is a 'green' driver.

Take account of conditions

You must adjust your driving to the weather and visibility. Night, fog, snow and heavy rain reduce your ability to control your vehicle. Bright sunlight can reduce your ability to see, rain and high temperatures can affect the road surface. You must adjust your driving accordingly, paying attention to the distance from the vehicle in front. In bad conditions, particularly on fast roads, increase the distance between yourself and the vehicle in front. Traffic conditions can vary from hour to hour, day to day and week to week. The defensive and green driver must be considerate, even to inconsiderate drivers who persist in trying to force their way into the stream of traffic. This requires a calm temperament from you. You should accept the irritations of traffic and the behaviour of other drivers as part of your normal driving job. Keep cool.

Noise

When parking, loading or unloading, have respect for others. Excessive noise can lead to complaints from neighbours and actions for nuisance from the authorities, particularly at depots used outside normal hours.

More and more people in the UK are being affected by traffic noise. Your style of driving can affect noise levels. Driving aggressively with high engine speeds not only causes more noise and higher fuel consumption, but when compared to driving passively with low engine speeds it produces very little time savings.

Top tips for defensive and green driving

- Plan your journey before setting off – utilise radio, website and SATNAV information to plan the best route avoiding, where possible, congestion and roadworks.

Be aware of vehicle heights.

- Remove any unnecessary loads – the extra weight increases fuel consumption.
- Check tyre pressures regularly – under-inflated tyres are dangerous, wear out more quickly and increase fuel consumption.
- Drive off immediately when starting from cold – fuel is wasted when idling the engine.
- Drive calmly – avoid harsh braking and acceleration. Pulling away too fast can use up to 6 per cent more fuel.

- Concentrate, observe, anticipate – maintaining a smooth driving style avoids accidents and saves fuel.
- Don't pump the accelerator or rev the engine unnecessarily.
- Switch off the engine in traffic jams.
- Watch your speed – always travel at a safe speed according to the conditions. Remember the speed limit is a maximum, not a target.
- Keep your distance - keep at least a two second distance between you and the vehicle in front.

Defensive and green driving (cont.)

- If you're being tailgated, increase your stopping distance for safety.
- Monitor your vehicle for roadworthiness – particularly tyres, brakes, steering and emissions.

Drive skillfully

Defensive driving means you must adjust your driving to the special hazards presented by abnormal' or changing weather conditions, visibility, traffic conditions, mechanical state of your vehicle, road surface, your physical fitness and state of mind.

Having seen a hazardous situation developing it will be your driving skills that help you decide on the best course of action. Decisions have to be taken quickly. The level of your driving skills will dictate how effective you are in avoiding accidents. Keep a good distance from the vehicle in front and make sure you understand the rules of the road contained in the Highway Code.

Remember – 'read the road' as far ahead as possible. Plenty of forward planning and observation in your driving will avoid you getting into difficult situations.

20. Driving safely while manoeuvring

Manoeuvring your truck is a difficult and skilled operation. It is important to be aware of the hazards and obstacles that may be in your way.

You should always observe your surroundings before carrying out any manoeuvre and use your mirrors. There are blind spots around the sides of the vehicle, which makes it more important to be aware of other road users both to either side and at the rear of your vehicle before they enter these blind-spots.

Steering

Your vehicle is at its most stable when travelling in a straight line. Sudden steering movements can cause:

- a loss of control
- displacement of the load

which in turn can cause a shift in balance of your load and cause the vehicle to become unstable.

Always plan and be aware of other road users before making a manoeuvre, and make sure the movement is smooth and controlled.

Overtaking

When overtaking you need to plan the manoeuvre. You should look well ahead for hazards and adjust the manoeuvre appropriately. Some potential hazards to be aware of are:

- oncoming traffic
- bends
- junctions
- hills
- other vehicles overtaking

You need to understand the speed of the vehicle in front and judge whether the overtaking manoeuvre is viable, how long it would take and the time in which you have to make the manoeuvre.

It is dangerous to cut in on the vehicle in front.

Parking

It is important that you know the length, width, and height of your vehicle when attempting a parking manoeuvre. You should be aware of your surroundings, and identify any potential hazards.

You should be aware of where you can park according to the Highway Code and local signposting. The laws are in place for your safety and the safety of other road users.

Driving safely while manoeuvring (cont.)

All goods vehicles must have their lights on when parked on the road at night and when parked in a lay-by as they are close to the road. However, if you are parked in a lorry park that is clearly lit vehicle lights can be switched off.

When connecting or disconnecting a trailer, make sure that the parking brakes are engaged on both your truck and the trailer.

This will prevent your vehicle rolling away when connecting the air pipes or disconnecting the coupling.

Also, for your safety and the safety of your load make sure your vehicle is secure at all times, to avoid theft and vandalism.

Reversing

Reversing your vehicle can potentially create a dangerous situation. You need to be aware of pedestrians, cyclists and other vehicles in the area and make sure they are aware you are reversing. There are audible devices that signal your vehicle is reversing; however, you always need to observe your surroundings before and during a reversing manoeuvre. Use assistance or a banksman if available.

Lane discipline

Always keep to the left-hand lane unless overtaking slower vehicle. Trucks are not allowed in the extreme right-hand lane on a three-lane or four-lane motorway.

Remember to use the mirror, signal and manoeuvre routine before moving out. When driving on the motorway watch out for any vehicle in the right-hand lane moving back into the left, as most vehicles will be travelling faster than you.

21. Passengers, road rage and tiredness

Driving Behaviour

The drivers of John Pearce Glynneath vehicles are ambassadors for the company as you are usually the most visible aspect of the company to the public. Vehicles must be kept in a clean and tidy condition at all times for both your own safety and in portraying an excellent company image.

Drivers operating John Pearce vehicles are responsible for all aspects of their vehicle and driving manner. Although company vehicles can be driven by any authorised employee or sub-contractor via the guild, the employee or sub-contractor will not be protected by the company for any driver-controlled breach of regulations. It is compulsory for the company to provide all details to the authorities, including the Police, of drivers and vehicles following any incident resulting in a breach of law.

Passengers

No unauthorised passengers or animals are allowed in company vehicles. Passengers can only be carried with the prior authorisation of a company director.

Road Rage

Remember, stay calm in any incident. Do not have face-to-face arguments. Be wary of public attacks or attempts of theft or vehicle hijacking.

Tiredness and Night Driving

Over 20% of road accidents involving our drivers are caused by tiredness, far more than drink driving. So take regular breaks. Make sure you are rested the night before a long journey.

If night time driving, increase your rests and be aware of glare from other road users' lights.

22c. Responsibilities of LGV drivers (3.5T and over)

- All drivers must produce a copy of their driving licence stating the correct categories and a copy held at head office.
- All drivers must attend the John Pearce induction process to obtain permission to drive the vehicle (tool box talk to be given in interim period).
- Driver must have Manager's permission to drive and the 'Driver's Acceptance Form' must be signed.
- Driver CPC to be held and maintained through regular attendance on VOSA approved training courses.
- All drivers must hold a digital tachograph driver's card.
- Abide with working hours – refer to RHA' Working Time Directive.
- Hours to be checked on digital tachograph driver's card from previous employment or previous twenty eight days' worth of analogue tachographs to be produced.
- Complete daily vehicle defect sheet and hand to Workshop Department before leaving yard – all 'Nil' defects must be reported.
- Driver to report any vehicle damage immediately to Manager or Compliance Manager.

- All drivers must have a working knowledge of what they can / cannot tow. It is the driver's responsibility not to exceed the maximum weight. All loads should be secure. Each vehicle's gross weight is displayed on vehicle's identity plate.
- Vehicles must be made available for PMI checks and routine maintenance.
- All breakdowns must be reported to your Line Manager who will contact Fleet Services.
- Any traffic offences must be reported to the Traffic Desk..
- Operator's licence rules must be abided with – especially overnight parking in yards.
- Parking: ensure vehicle is parked safely and securely. Never leave the vehicle unlocked or with the keys in the ignition. Vans with trailers must be parked in secure compounds overnight. Vehicles over 7.5T must be parked in accordance with Operating Centre rules.
- Accidents: drivers to report accident to line Manager. Driver to complete Accident Report Form on site and issue any third party information as required.
- Ensure vehicle is checked and accepted by your line manager when handing back at Depot.
- Behaviour: you and your vehicle are high profile representatives of the company. Please drive courteously and safely at all times.
- Any costs from wilful damage to vehicles or as a result of driver's neglect may be recovered from the driver.
- Whilst on company duties, you are to be dressed appropriately to the duties that they are assigned. Making sure you wear the correct Personal Protective Equipment.
- No **SMOKING** in any company vehicle.

22d. Responsibilities of van drivers (up to 3.5T)

- All drivers must produce a copy of their driving licence stating the correct categories and a copy held in the Traffic Office.
- Driving experience is required – (those over 25 to have held driving licence for at least 2 years.
- Ensure vehicle is checked and in a roadworthy condition before accepting responsibility sign the completed check sheet?
- All drivers must have a working knowledge of what they can / cannot tow. It is the driver's responsibility not to exceed the maximum weight. All loads should be secure. Each vehicle's gross weight is displayed on vehicle's identity plate.
- Complete van check sheet daily and hand to workshops weekly- all 'Nil' defects must be reported.
- Driver to report any vehicle damage immediately to the Workshop Manager
- Comply with any maintenance requirements for vehicles.
- All breakdowns must be reported to your line manager, who will contact Workshop Manager
- Any traffic offences must be reported to General Manager.
- Accidents: drivers to report accident to General Manager / Accounts Manager. Driver to complete Accident Report Form on site and issue any third party information as required,
- Behaviour: you and your vehicle are high profile representatives of the company. Drive courteously and safely at all times.
- Parking: ensure vehicle is parked safely and securely. Never leave the vehicle

unlocked or with the keys in the ignition.

- Any costs from wilful damage to vehicles or as a result of driver's neglect may be recovered from the driver.
- No **SMOKING** in a company vehicle.

24. Safe driving

There are many factors which contribute to road accidents, most of which can be controlled to some extent. They include:

- Vehicle condition and roadworthiness.
- Driver conditions and fitness.
- Weather conditions.
- Driver condition

Every driver is responsible for ensuring they are physically fit enough to drive before getting behind the wheel. This does not just mean legally competent to drive (free of intoxicating drugs or alcohol) but also:

Medically fit – free from illness which may cause a problem whilst driving. Where medication has been prescribed for any ailment, ensure this does not cause drowsiness.

Mentally fit and alert – free from undue stress or anxiety which may prove a distraction.

Good eyesight – using corrective appliances where needed.

Remember that the residual effects of alcohol may still affect the speed of your reaction, your judgement or co-ordination, even if you are legally within the drink drive limit. Your mood, physical wellbeing and the amount you have eaten can all affect your ability to handle alcohol. Remember that keeping to the legal limit for drink driving is no guarantee of fitness to drive or safety when driving.

Winter driving

The weather is becoming more unpredictable. Bad weather can strike suddenly so the best advice when severe weather conditions are encountered is to avoid driving if at all possible. If driving is a necessity, adequate preparation is necessary. During wintry weather conditions determine if the journey is absolutely essential. Check local and national forecasts.

Make sure you have warm clothes, food, boots and torch. In snowy conditions take a spade. If you get in trouble do not use a mobile phone while driving. Stop somewhere safe before making a call. It is more important to check your vehicle is well maintained during the winter weather.

Manoeuvre gently, avoid harsh braking and acceleration. To brake on ice and snow without locking your wheels, get into a low gear earlier than normal, allow your speed to fall and use brake pedal gently.

In wet weather, stopping distances will be at least double those required for stopping in dry weather. This is because tyres have less grip on the road. You should keep well back from the vehicle in front. This will increase your ability to plan and see ahead.

Cyclists

Expect sudden movement by cyclists, especially in windy weather and in bad road surfaces. Watch for cyclists on the inside when you turn left. Always look for cyclists before opening your vehicle doors. Give cyclists turning right extra consideration and don't squeeze past any cyclist – give them space and plenty of it.

Do not get annoyed when cyclists ride away from the kerb – they need to avoid drains and potholes, and be seen as they come to junctions with side roads.



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BEING ON TIME IS OUR BUSINESS!

STAYING COVID – 19 SECURE IN 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a COVID-19 risk assessment and shared the results with the people who work here.
- ✓ We have cleaning, hand-washing and hygiene procedures in line with guidance.
- ✓ We have taken all reasonable steps to help people work from home.
- ✓ We have taken all reasonable steps to maintain a 2m distance in the workplace.
- ✓ Where people cannot be 2m apart we have done everything practical to manage transmission risk.

Signed:

Employer:

JOHN PEARCE GLYNNEATH LTD

Date:

12-05-2020

Any questions please contact, Clive Davies.

(or contact the Health and Safety Executive at www.hse.gov.uk or 0300-003-1647)



Coronavirus (COVID19)
Information
Risk assessment (ongoing)

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1.0 Introduction

This guidance has been developed on information provided by:

- The UK NHS (National Health Service)
- The WHO (World Health Organisation)
- CIPD (The Chartered Institute of Personnel and Development)
- The UK FCO (Foreign and Commonwealth Office)
- A. Protheroe MSc, CMIOSH
- GOV.UK
- Australian Government
- Public Health Wales

Date: 3rd June 2020, 0900hrs

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A novel coronavirus (COVID-19) was identified in 2019 in Wuhan, China. This is a new coronavirus that has not been previously identified in humans.

Coronaviruses are zoonotic, meaning they are transmitted between animals and people. Detailed investigations found that SARS-CoV was transmitted from civet cats to humans and MERS-CoV from dromedary camels to humans. Several known coronaviruses are circulating in animals that have not yet infected humans.

2.0 Number of coronavirus (COVID-19) cases and risk in the UK?¹

As of 2nd June 2020, a total of 4,615,146 tests in the UK, of which 277,985 were confirmed as positive. 39,369 patients who tested positive have died..

RISK LEVEL

The risk to the UK has been raised to **HIGH**.

3.0 Symptoms of coronavirus²

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or
- high temperature

For most people, coronavirus (COVID-19) will be a mild infection

¹ <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public#number-of-cases>

² <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection#symptoms>

4.0 How coronavirus is spread³

Because it's a new illness, we do not know exactly how coronavirus spreads from person to person.

Similar viruses are spread in cough droplets.

It's very unlikely it can be spread through things like packages or food.

5.0 How to avoid catching or spreading germs

There are things you can do to help stop viruses like coronavirus spreading.

DO

1. wash your hands with soap and water often – do this for at least 20 seconds
2. always wash your hands when you get home or into work
3. use hand sanitiser gel if soap and water are not available
4. cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
5. put used tissues in the bin immediately and wash your hands afterwards
6. try to avoid close contact with people who are unwell

DO NOT

- do not touch your eyes, nose or mouth if your hands are not clean.

6.0 Social distancing in the workplace ⁴

To reduce the spread of germs in the workplace:

- Stay at home if you are sick
- Stop handshaking as a greeting
- Hold meetings via video conferencing or phone call
- Defer large meetings
- Hold essential meetings outside in the open air if possible
- Promote good hand and sneeze/cough hygiene and provide hand sanitisers for all staff and workers
- Take lunch at your desk or outside rather than in the lunchroom/welfare area
- Clean and disinfect high touch surfaces and equipment regularly
- Consider opening windows and adjusting air conditioning for more ventilation
- Limit food handling and sharing of food in the workplace
- Reconsider non-essential business travel
- Promote strictest hygiene among food preparation (canteen) staff and their close contacts

³ <https://www.nhs.uk/conditions/coronavirus-covid-19/>

⁴ <https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-on-social-distancing>

- Consider if large gatherings can be rescheduled, staggered or cancelled
- Keep the recommended distance apart (2m)

7.0 Stay at home if you have coronavirus symptoms⁵

Stay at home for 7 days if you have either:

- a high temperature – you feel hot to touch on your chest or back
- a new, continuous cough – this means you've started coughing repeatedly

Do not go to a GP surgery, pharmacy or hospital.

You do not need to contact 111 to tell them you're staying at home.

Testing for coronavirus is not needed if you're staying at home.

USE THE NHS 111 ONLINE CORONAVIRUS SERVICE IF:

- you feel you cannot cope with your symptoms at home
- your condition gets worse
- your symptoms do not get better after 7 days

Only call 111 if you cannot get help online.

8.0 Why has self-isolation advice changed from 14 to 7 days⁶

The 14 day period is for those who have had exposure to a confirmed case but have not shown symptoms. The 14 days represents the potential incubation period (the time it takes for symptoms to show if you have been infected).

Most people will no longer be likely to transmit the virus 7 days after the onset of symptoms. You do not need to call NHS111 to go into self-isolation. If your symptoms persist past 7 days you should contact NHS Direct Wales online. If you have no internet access, you should call NHS 111.

9.0 Stay at home advice⁷

DO

- try to keep at least 2 metres (3 steps) from other people in your home, particularly older people or those with long-term health conditions
- ask friends and family and delivery services to deliver things like food shopping and medicines – but avoid contact with them

⁵ <https://www.nhs.uk/conditions/coronavirus-covid-19/>

⁶ <https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/self-isolation-advice/>

⁷ <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

- sleep alone if possible
- regularly wash your hands with soap and warm water for at least 20 seconds
- try to stay away from older people and those with long-term health conditions
- drink plenty of water and take everyday painkillers, such as paracetamol and ibuprofen, to help with your symptoms

DO NOT

- do not have visitors (ask people to leave deliveries outside)
- do not leave the house, for example to go for a walk, to school or public places

10.0 Ending self-isolation ⁸

You should remain at home until 7 days after the onset of your symptoms. After 7 days, if you feel better and no longer have a high temperature, you can return to your normal routine. If you have not had any signs of improvement and have not already sought medical advice, contact NHS 111 online. If you have no internet access, call NHS 111.

Coughing may persist for several weeks in some people, despite the coronavirus infection having cleared. A persistent cough alone does not mean you must continue to self-isolate for more than 7 days.

11.0 Travel advice: coronavirus (COVID-19)⁹

Guidance for British people travelling and living overseas following the outbreak of coronavirus (COVID-19).

Foreign & Commonwealth Office (FCO) travel advice

Foreign & Commonwealth Office travel advice is constantly under review, so that it reflects our latest assessment of risks to British people.

In response to coronavirus measures we are advising against all and all but essential travel to some countries, cities and regions. You must check the travel advice to the country you are travelling to.

12.0 Preventing the spread of COVID-19 in the workplace¹⁰

Low-cost measures below will help prevent the spread of infections in the workplace, such as colds, flu and stomach bugs, and protect your customers, contractors and employees.

Employers should start doing these things now, even if COVID-19 has not arrived in the communities where they operate. They can already reduce working days lost due to illness and stop or slow the spread of COVID-19 if it arrives at one of your workplaces.

- Make sure your workplaces are clean and hygienic

⁸ <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection#symptoms>

⁹ <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

¹⁰ <https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf>

- Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards, tools) need to be wiped with disinfectant regularly
- Why? Because contamination on surfaces touched by employees and customers is one of the main ways that COVID-19 spreads
- Maintain social distancing of 2m with all employees
- Promote regular and thorough handwashing by employees, contractors and customers
 - Put sanitizing hand rub dispensers in prominent places around the workplace/vehicles. Make sure these dispensers are regularly refilled
 - Display posters promoting hand-washing—ask your local public health authority for these or look on www.WHO.int.
 - Combine this with other communication measures such as offering guidance from occupational health and safety officers, briefings at meetings and information on the intranet to promote handwashing
 - Make sure that staff, contractors and customers have access to places where they can wash their hands with soap and water
 - Why? Because washing kills the virus on your hands and prevents the spread of COVID – 19

13.0 How long can the virus survive?¹¹

How long any respiratory virus survives will depend on a number of factors, for example:

- what surface the virus is on
- whether it is exposed to sunlight
- differences in temperature and humidity
- exposure to cleaning products

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.

We know that similar viruses are transferred to and by people's hands. Therefore, regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection.

14.0 If you have pets in the household ¹²

At present, there is no evidence that companion animals or pets such as dogs and cats, can be infected with coronavirus (COVID-19).

15.0 Treatment for coronavirus¹³

- There is currently no specific treatment for coronavirus

¹¹ <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19>

¹² <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection>

¹³ <https://www.nhs.uk/conditions/coronavirus-covid-19/>

- Antibiotics do not help, as they do not work against viruses
- Treatment aims to relieve the symptoms while your body fights the illness
- You'll need to stay in isolation away from other people until you've recovered.

Reviewed byCLIVE DAVIES Date1st JULY 2020.....

Next Review1st July 2021.....