

Policy & Resources Committee

Date:	9 April 2019
Title:	Driving and Towing at Work Policy
Contact Officer:	Janine Sparrowhawk, Asset Manager

Purpose of Report

1. To provide the background to the review of the Driving and Towing at Work Policy.

Background

2. The Driving and Towing at Work Policy was last reviewed in 2015.
3. Thame Town Council has a duty under the Health and Safety at Work etc. Act 1974 (HSWA) to manage the risks as far as is reasonably practicable to the health, safety and welfare of those who need to drive as part of their job or while they are engaged in work activities. The Driving and Towing at Work Policy (appendix 1 attached) sets out the responsibilities and arrangements in place to manage work-related driving and towing risks.

Resource Appraisal

4. The cost of insurance, vehicle and trailer maintenance is budgeted within the Outside Services cost centre. All staff required to drive as part of their duties are given either in-house or manufactures training on each type of vehicle.

Risk Assessment

5. The policy sets out the requirements to be followed by all employees that drive Council vehicles. This ensures the Council complies with its legal duties and also places a responsibility onto employees in assisting with this. The risks and risk controls associated with driving and towing have been identified by the process of risk assessments.

Legal Powers: Health and Safety at Work etc. Act 1974 (HSWA).

Recommendation

It is recommended that:

- i) The unchanged Driving and Towing at Work Policy be re-adopted.***