Standard and control document briefing note

NetworkRail

Ref: *NR/L1/OHS/210*		**Issue:** *1*
Title: *Management of Occupational Road Risk Policy*		
Publication date: 4th *March 2017*	**Compliance Date:** 1st *July 2017*	
Standard/Control Document Owner: *Chief Health, Safety and Quality Officer*		
Non-compliance rep (Approver of TRACKER applications): *Ian Blanchard Health & Safety Management System Specialist*		
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Purpose:

The implementation of this policy contributes to:

  a) achieving a high standard of safety and risk management for Network Rail's road vehicle fleet;

  b) provides information to employees, contractors and suppliers on what actions are needed to reduce or remove road risk on business journeys;

  c) the avoidance of unnecessary journeys made by road; and

  d) Network Rail's goal of making sure that everyone gets home safely every day.

The implementation of this policy supports the following Network Rail Lifesaving Rules:

  a) always use equipment that is fit for its intended purpose;

  b) never use a hand-held or hands-free phone, or programme any other mobile device, while driving;

  c) never work or drive while under the influence of drugs or alcohol; and

  d) always obey the speed limit and wear a seat belt.

Network Rail encourages its employees to apply this policy when driving in their own time.

Scope:

This policy covers:

  a) the responsibilities of Network Rail and its employees when driving, selecting, inspecting, maintaining or disposing of vehicles, including those using their private cars for business use;

  b) Network Rail's responsibilities when assessing driving competence and giving authority to drive, and of employees when assessing their own fitness to drive and planning, preparing for, making and ending any road journey.

The policy is applicable to all business journeys made in:

  a) Network Rail vehicles;

  b) short term hire vehicles; and

  c) privately owned vehicles.

A business journey is any journey other than the commute from an employee's home to their permanent place of work.

NOTE: Business journeys include journeys between signal boxes, and between an employee's home and a worksite or training facility.

This policy is applicable to journeys on public highways, Network Rail land and premises and any other location.

What's new/ what's changed:

This new policy has been created as there is a lack of guidance or policy within Network Rail which documents Network Rail's approach to road risk.

Driving has been highlighted as a significant business risk following a number of road traffic accidents resulting in serious injury and the loss of life.

This policy provides guidance for Network Rail to manage its road risk across the business.

The policy outlines a defined approach to managing road risk for Network Rail which will set a benchmark standard for contract staff, contracting companies and the supply chain.

Section/clause	**New**	**Summary of content**
5. Safe driver control measures	New	This section summarises the control measures implemented to reduce the risk to employees that are required to drive on business journeys.
6. Safe vehicle control measures	New	This section summarises the control measures implemented to increase the safety of Network Rail fleet vehicles.
7. Safe journey control measures	New	This section summarises the control measures implemented to reduce the risks associated with road journeys.
8.1. Line manager responsibilities	New	This section outlines the specific responsibilities of line managers to their direct reports that are required to undertake business journeys.
8.2 Driver responsibilities	New	This section outlines the specific responsibilities of Network Rail staff that drive on business journeys
8.3. Vehicle contact responsibilities	New	This section outlines the specific responsibilities for the Network Rail Vehicle Contacts.

Reasons for change:

The intention of the MORR Policy is to provide a documented means of managing road risk which is currently lacking in Network Rail standards.

The policy documents a defined approach to managing road risk for Network Rail. It provides guidance on managing key risks associated with driving within one document which eliminates the need to create a number of individual policy documents.

Its implementation will lead to a reduction in road traffic incidents and improved driver behaviours.

By improving driver behaviours Network Rail will see a reduction in road traffic accidents leading to the improved safety of staff and other road users, and a reduction in the costs associated with road traffic accidents.

Affected documents: NONE

Reference	*Impact*
NR/L1/OHS/210	First issue

Briefing requirements:

Technical briefings are given to those who have specific responsibilities within this standard/control document.

Awareness briefings are given to those who might be affected by the content but have no specific responsibilities within the standard/control document.

Details of the briefing arrangements are included in the associated briefing programme.

Briefing *(A-Awareness/ T-Technical)*	Post	Function	Responsible for cascade briefing? Y/N
Technical	Heads of Route Safety Health & Environment/Heads of Safety & Sustainable Development	Routes Infrastructure Projects National Supply Chain	Y
Technical	National Supply Chain Fleet Team	National Supply Chain	Y
Technical	Authorised drivers	All	N
Technical	Vehicle contacts / Fleet Managers	Routes Infrastructure Projects National Supply Chain	Y
Awareness	Health and Safety Business Partners	Safety, Technical, Engineering	N
Awareness	Line managers	All	Y

NOTE: Contractors are responsible for arranging and undertaking their own Technical and Awareness Briefings in accordance with their own processes and procedures.