



**GIG**  
CYMRU  
**NHS**  
WALES

Addysg a Gwella Iechyd  
Cymru (AaGIC)  
Health Education and  
Improvement Wales (HEIW)

## Travelling for Work Procedure

### 1. Purpose and Scope

- 1.1 Health and safety law applies to on-the-road work activities (driving, cycling and walking) and HEIW aims to effectively manage these risks within its health and safety management system.
- 1.2 Driving, cycling or walking on HEIW business or in the course of work duties includes:
- Driving a HEIW owned or leased vehicle.
  - An employee driving their own private vehicle; and/or
  - An employee using a 'self-drive hire vehicle,' including cars hired for work purposes and/or 'self-drive minibuses' for social events;
  - An employee cycling on HEIW business or in the course of work duties;
  - An employee walking on HEIW business or in the course of work duties.
- 1.3 It includes all journeys made in connection with work on behalf of HEIW but excludes commuting to and from the 'usual' place of work but does not exclude people with their home as a base or when driving for any private matters.

### 2. Aims and Objectives

- 2.1 HEIW will:
- Aim to minimise employee driving for work by using teleconferencing, public transport, etc. where practicable;
  - Advise staff to carry out suitable risk assessments for travel to work
  - Provide guidance to employees about driving/cycling/walking at work.
- 2.2 In support of these aims and objectives employees should make themselves aware of their detailed responsibilities under this procedure.

### 3. Guidance

- 3.1 Where possible, all employees should use remote communications such as telephone, email or video conferencing as an alternative to long journeys by road. This may be more difficult for remote workers and it will be their decision if they feel that face to face meetings are the best option.
- 3.2 All employees who drive in the course of their employment (excluding commuting) must hold a 'full' UK/EU driving License for the vehicle which they are driving. To be valid the licence must state the driver's current name and address and in the case of photocards, must have been issued within the last 10 years.
- 3.3 All employees using their car on company business to anywhere other than their usual office must ensure that their insurance policy includes business cover for the amount and type of business mileage undertaken. HEIW will not pay any costs associated with obtaining car insurance for business use; this is covered by the payment of the mileage allowance. HEIW fleet insurance policy does not cover employees driving their own

vehicles for work purposes. HEIW insurance does not cover employees driving a self-drive hire vehicle (car and minibus) which must be arranged with the supplier.

- 3.4 Staff claiming business mileage will need to upload a copy of their business insurance and driving licence on ESR for the Expenses team in NWSSP for validation and approval. It is the Line Managers responsibility to ensure that licenses and insurance are recorded on ESR.
- 3.5 Drivers must ensure that their own vehicle is regularly maintained and in a roadworthy condition with valid car tax and MOT certificate.
- 3.6 Drivers must comply with the Road Traffic Act and the Highway Code, complying with speed limits and wearing seat belts at all times. Drivers are responsible for their own fines and/or penalties including speeding penalties and legal costs.
- 3.7 Cyclists are expected to follow the Highway Code, complying with traffic lights and avoiding cycling on the pavement unless it is a designated cycle path.
- 3.8 Drivers, cyclists and walkers should plan their own journeys and where possible, time journeys to avoid peak traffic hours and poor weather conditions. Drivers should ensure that they take regular breaks to minimise the dangers of tiredness and fatigue (a minimum of a 15-minute rest break every two hours plus a maximum of eight hours driving in any 24-hour period). Cyclists should also plan places where it is safe to have a quick break.
- 3.9 If drivers or cyclists are making journeys late in the evening, Line Managers should consider allowing them to start work later the next day or stay overnight in a hotel if this is required. Staff should be discouraged from travelling in extreme weather conditions.
- 3.9 Cyclists should reduce their speed in wet weather as surfaces will be slippery and it will take longer to stop. Cyclists are encouraged to cycle in the centre of the lane to maximise their line of vision. If the road is busy or traffic is moving fast, then cycle to the side of the cars. Cyclists should never cycle along the inside of large vehicles as this can be extremely dangerous. Cyclists can however stop on double yellow lines to safely allow large vehicles to turn.
- 3.10 Drivers should use a satellite navigation system, or stop the car, if they need to review directions for their onward journey and they should use hands-free kit when making mobile phone calls or switch their phones to voicemail whilst driving.
- 3.11 Whilst it is not a legal requirement; all cyclists are recommended to wear a helmet. Cyclists should also ensure that they have the correct equipment to ensure that they are seen by other cyclists, drivers and pedestrians. It is a legal requirement to have white front and rear red lights on a bicycle at night. A rear red reflector should also be attached. For bicycles manufactured after 1/10/1985, they must also have amber pedal reflectors fitted. It is recommended that Cyclists should wear reflective jackets, shoe clips and arm straps to ensure that they are seen by drivers and pedestrians. HEIW operate a [Cycle to Work Scheme](#) that offers discounts on bicycle equipment.
- 3.12 Alcohol, drugs and many medicines impair judgement, slow reactions and can cause drowsiness. Employees must not drive, cycle or walk for work if their ability to do so safely is impaired. Any member of staff required to take prescribed medicines, known to cause drowsiness must notify their Line Manager and/or People Services immediately.
- 3.13 Smoking is not permitted in a hired vehicle being used on company business.

- 3.14 All drivers and cyclists have a responsibility to ensure that checks are completed on their vehicles /bicycles prior to undertaking business mileage.
- 3.15 Walking for work is a great way to exercise and is also good for mental health, but it is important to do so safely. All employees walking for work should avoid walking alone after dark or find a colleague who will be taking a similar route. They should select the safest route option inform their Line Manager accordingly, giving them their mobile phone, departure time, destination, route and arrival time. If the staff member fails to arrive at their destination by the given time, the Line Manager will make contact with them. It is advisable to plan the route in advance avoiding walking through secluded areas and to follow routes that are well lit. Prepare for the weather, wear comfortable shoes and wear clothing that is visible to drivers. Be vigilant and avoid carrying heavy bags and keep expensive items hidden.
- 3.15 In the event of an accident whilst driving/cycling or walking on company business, staff must make arrangements to inform their Line Manager and/or People Services immediately.
- 4. Training**
- 4.1 HEIW will communicate the contents of this procedure to all persons through the induction process and the staff intranet.
- 5. Monitoring**
- 5.1 In terms of the safety of staff, the Facilities & Compliance Manager will be responsible for communicating and monitoring this document.

## Appendix 1 – Risk Assessment

The following table should be considered when deciding if an additional risk assessment is required for travelling. I.e. it is recommended that high risk staff produce a detailed risk assessment with their line managers. These should be stored in their HR file.

It is the responsibility of the Line Manager (along with the staff member) to identify and complete a risk assessment for the relevant travel activity.

Risk level	Factors/combinations of factors
High	Frequent business driver/cyclist e.g. drives/cycles daily High mileage e.g. 30,000+ business miles per year Long periods of driving e.g. 4 hours+ per day Long periods of cycling e.g. 2 hours+ per day Driving/cycling early in the morning or late at night Driving/cycling for 2+ hours before and/or after a day of work Regularly driving across busy suburban areas e.g. Cardiff Employees with ill health or disability which may affect driving/cycling Pregnant workers Young persons.
Medium	Drives/cycles 2+ times per week Medium mileage e.g. 10,000-20,000 business miles per year Medium periods of driving e.g. 4 hours+ per day Driving/cycling for 1-2 hours before and/or after a day of work Occasionally driving across busy suburban areas e.g. Cardiff
Low	Infrequent business driver/cyclist – drives 2+ times per month or less Lower mileage e.g. up to 10,000 business miles per year

The assessment should be undertaken in line with the HEIW 'Risk Assessment' procedure and should be communicated to all affected persons.

The risk assessment should be reviewed periodically, when there is an accident or case of ill health and when there is a change to:

- The work activities
- The driver
- The vehicles
- The journeys
- The law

Travelling for work risks should be considered as part of a return to work assessment after a period of ill health which may affect an employee's ability to travel safely.