

No. 481/2022

5 December 2022

Our Ref: V4/22

To: All Branches

Dear Colleagues,

RMG Driver/Road Safety Briefing/Communication W/C 05.12.22 – ‘SHE Huddle FY22 069 Drink and Drug Driving’

Introduction

The Royal Mail Group Road Safety Manager has informed the CWU HQ Health, Safety and Environment Department that the RMG Safety Health and Environment Team will be issuing a national driver/road safety briefing/communication SHE huddle, this week commencing Monday 5 December reminding the workforce about driving under the influence of ‘Drink and Drugs’ and this will be based on the attached SHE Huddle FY22 069 ‘Drink/Drug Driving’ which will be supported by a ‘None For The Road’ – Don’t Drink or Dug Drive slide on the RMTV Plasma screens throughout the business to support the road safety message to drivers.

Background

Regrettably and quite shockingly, recent evidence suggests that drink/drug driving is on the increase, despite decades of public road safety campaigns highlighting the dangers and consequences – hence this campaign.

Roadside drink and drug testing, backed up by severe court penalties and driving bans, plus campaigns highlighting accidents and injuries collectively built up the social unacceptability of drink/drug driving. Roadside testing for drug driving was subsequently introduced to identify drivers impaired by drugs. Drink and drugs sadly continues to be a problem on the roads with recent evidence suggesting it’s increasing with the UK Police confirming findings of a sharp increase in numbers last year. Some facts:

- 8,000 killed or seriously injured by drivers impaired by drink or drugs.
- 24% of people killed were impaired by drink or drugs.
- 1 in 10 people driving for work, fail random drink and drug tests.

Police forces across the country are also launching a month-long annual ‘Drink and Drugs’ campaign today.

Drugs and Alcohol Effects on Driving

Slows reaction times, impairs judgement, affects concentration, causes fatigue, leads to risk taking and erratic behaviour, causes confusion, muscle paralysis, hallucinations, agitation, panic attacks, memory impairment, blurred vision and drowsiness, reduces coordination and the ability to think clearly – **Impairs ability to drive safely!**

Impairment through drink or drugs means a driver and passengers are more likely to die or be seriously injured in a collision.

Prosecution and Penalties

Minimum 12 months' driving ban, unlimited fine, up to 6 months in prison, licence endorsed for 11 years and causing death by dangerous driving whilst under the influence of drink or drugs results in up to 14 years in prison.

Other impacts:

- May affect employment and employability.
- Increased car insurance costs.
- Difficulty obtaining Visa e.g., for travel to USA.

Morning After Effect

Watch out for the morning after effect. Many drivers get caught out because alcohol stays in the system longer than most people think with many driving to work after a night's sleep thinking the alcohol has cleared their system when it hasn't!

Prescription and Over The Counter Drugs

Drivers should take care with prescription or 'over the counter' drugs – check for any warnings that they may affect driving by causing drowsiness. If in any doubt, check with a doctor or pharmacist.

Supporting Information

See supporting information on the Royal Mail screens and intranet. Royal Mail Group support is available to help anyone with a problem with alcohol or drug dependency. All support is treated in strict confidence. Employees themselves or their managers can make a referral to the occupational health service by calling 0345 266 5060 or visiting www.rmfirstclasssupport.co.uk or downloading the 'Lifeworks' App. New users of the website/App can sign up using a unique invitation code which is 'RMG-' and their pay number, e.g., RMG-12345678. Full guidance and signposting to external support services is available in the Alcohol and Drugs Guide via the health policy and information pages on PSP.

Managers Actions

- Managers to brief drivers on the SHE Huddle FY22 069 content attached.
- Drivers to ensure that they drive in accordance with the Royal Mail Driving SSoW and the law.

ASR Action

Would ASRs support the briefing and ensure it is delivered in all units and cascade information.

Attachments:

- RMG SHE Huddle FY22 069 Driver Distraction
- RMTV/Plasma Screens Awareness Campaign Slide
- Road Safety Drinking & Driving Fact Sheet from RoSPA
- RMG Driving SSoW

(To All CWU Members – do have a safe and peaceful Christmas and New Year festive season. Our Best Wishes To You All.)

Yours sincerely



Dave Joyce
National Health, Safety & Environment Officer



Safety, Health and Environment (SHE) Huddle



Huddle Date:	05/12/2022	Ref:	SHE Huddle FY22 069 - Drink / Drug Driving
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Audience:	Processing	Delivery	Collections	Distribution	PFW	Specific Work Area
	All Drivers					

Overview:	Drink/Drug Driving
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Message

As we head into the holiday season, many of us will enjoy festive celebrations and will use drugs such as alcohol to do so. With the latter stages of the world cup also being held during December, we will hopefully also enjoy seeing our favourite teams play and maybe, just maybe, celebrating a world cup victory!

Whatever the reason, it is important to ensure that we don't drive whilst under the influence of drink or drugs.

For decades, we have seen public campaigns highlighting the dangers of drink driving. Roadside testing backed up by driving bans built a culture where most people recognised drink driving as socially unacceptable, and casualties reduced as a result. In 2015, roadside testing for drug driving was introduced to identify drivers impaired by drugs.

Regrettably, recent evidence suggests that drink/drug driving is still a significant issue:

- 2019 data suggests that 7,800 people were killed or seriously injured by drivers impaired by drink or drugs
- 24% of people killed were impaired by drink or drugs (up from 19% in 2018)
- Police report that drink/drug campaigns in 2021 found a sharp rise in drivers found over the limit
- Employers report that 1 in 10 people driving for work, fail random drink and drug tests

How do drugs and alcohol affect driving?

Different substances affect our driving in different ways:

- Alcohol slows reaction times, impairs judgement and increases confidence
- Cannabis slows reactions, affects concentration and causes fatigue
- MDMA (ecstasy) increases heart rate, causes an adrenaline surge resulting in over confidence and risk taking
- Cocaine causes over confidence and erratic behaviour. The next day can see flu-like symptoms, fatigue and lack of concentration
- Dissociative drugs (ketamine and PCP) cause muscle paralysis, hallucinations, confusion, agitation, panic attacks and memory impairment
- Amphetamines and methamphetamines e.g. speed, ice, crystal meth make people feel wide awake and excited, causing erratic behaviour and risk taking. Users have difficulty sleeping, so will also be tired for days afterwards
- Opiates - e.g. heroin and opium, have a sedative affect, slowing reaction times, reducing coordination and the ability to think clearly. They also cause blurred vision and drowsiness, nausea and vomiting
- Hallucinogens - e.g. LSD (Acid) and magic mushrooms can speed up or slow down time and movement, making the speed of other vehicles difficult to judge
- Many prescription and over the counter medications impair the ability to drive safely, for instance causing drowsiness, affecting reaction times, coordination, concentration or vision

What are the risks?

Impairment through drink or drugs means you are more likely to die or be seriously injured in a serious collision.

Here are a few examples of how much the risk increases:

- 3 times more likely with 20-50mg/100ml alcohol (below Scottish legal limit)
- 6 times more likely with 50-80mg/100ml alcohol (above Scottish legal limit)

- 11 times more likely with 80-100mg/100ml alcohol (above limit in England/Wales/NI)
- 2 times more likely to die or be seriously injured after using cannabis (16x if combined with alcohol)
- 2 to 10 times more likely after using cocaine or opiates
- 5 to 30 times more likely after using amphetamines

You can be prosecuted resulting in the following penalties (the same for both drink or drug driving):

- Minimum 12 months' driving ban, an unlimited fine, up to 6 months in prison and your licence endorsed for 11 years
- Causing death by dangerous driving whilst under influence – up to 14 years in prison
- Failure to produce a specimen carries the same penalties

Other impacts:

- May affect your employment and employability, will increase car insurance costs and cause difficulty obtaining visas e.g. for travel to USA

How do Police 'Detect and Test'?

Police can stop you at any time if they suspect you are driving under the influence of drink or drugs, if you've committed a traffic offence, or if you have been involved in a collision (regardless of whether it was your fault).

You can be required to take a breath test to check for alcohol and if you refuse, you can be arrested. If the test is positive then you will be required to take a further test at the station, and if that is positive you will be charged. If there is a medical reason why you cannot take a breath test, you will be taken to the police station for a blood test.

Officers can test for cannabis and cocaine at the roadside, and screen for other drugs including ecstasy, LSD, ketamine and heroin at a police station. Even if you pass the roadside check, you may still be arrested if the police suspect that your driving is impaired by drugs, and you may be taken to a police station for further tests.

What if I didn't mean it?

Unintentionally breaking the law is no excuse. It is your responsibility to ensure that you drive safely and lawfully.

Top tips:

- Don't drink or take drugs when you are going to drive – **NOT A DROP, NOT A DRAG**
- Book a taxi, have a designated driver, or be the designated driver – **mates don't let mates drive impaired**
- **Watch out for the morning after** – alcohol stays in your system longer than most people think. Use home testing kits to help you decide if you are safe to drive (but remember these are not 100% accurate)
- **Take care with prescription or 'over the counter' drugs** – check for any warnings that they may affect your driving or 'may cause drowsiness'. If you are in any doubt, check with your doctor or pharmacist.
- **Roadside tests increase in the run-up to Christmas** – don't hope you 'get away with it'
- **Tell your manager** – inform your manager if you are not fit to drive for any reason. You must attend work in a fit state to perform your duties but if you get this wrong, it is best for everybody that you come clean. **Never drive for work if you are not fit to do so.**



Click the QR code for further information on Drug Drive Law

Actions

- 1) Managers brief drivers on the content above
- 2) Drivers ensure that you always drive in accordance with the [Royal Mail Driving SSOW](#) and the law

Supporting Information

See supporting information on the Royal Mail screens and Workplace.

If you have a problem with alcohol or drug dependency

In Royal Mail Group, support is available to colleagues who declare a dependency and cooperate with treatment and rehabilitation. All support will be treated in confidence and in line with other health referrals.

Where colleagues have a suspicion that an employee has an issue or they are considered to be at risk, they should raise this with their line manager in the first instance to ensure appropriate support can be provided.

Managers may make a referral to the occupational health service, or colleagues can contact the First Class Support service by calling 0345 266 5060, visiting www.rmgfirstclasssupport.co.uk or downloading the 'Lifeworks' app. New users of the website/app can sign up using a unique invitation code which is 'RMG-' and their pay number, e.g. RMG-12345678.

Full guidance and signposting to external support services is available in our Alcohol and Drugs Guide via the health policy and information pages on PSP.

Your signature below confirms you understand this safety briefing.

Name (Print)	Personnel No.	Signature	Date
Forename, Surname			



NO **NE** **for the road**

Never drink or drug drive

Drink/drug driving is on the rise.
Recent evidence points to more people
driving impaired and being caught or killed.

For more information about alcohol or drug dependency visit
www.rmgfirstclasssupport.co.uk or download the 'Lifeworks' app.

Road Safety Factsheet

November 2020

Drinking and Driving Factsheet

In 2018, figures show that around 240 people were killed and there were around 8,680 casualties in total in drink drive accidents¹. Although the level of drinking and driving has dropped dramatically over the last three decades, over 200 people are still killed in drink drive accidents every year. Despite 30 years of drink drive education and enforcement, over 40,000 people are still caught drink driving annually.

Often it is an innocent person who suffers, not the driver who is over the drink drive limit. In 2018, 110 pedestrians were killed or seriously injured by drink drivers, as were 380 car passengers. 40 children (0-15) were killed or seriously injured by drink drivers that year².

In 2019, 302,281 roadside breath tests were carried out by the police, of which 49,424 drivers or riders (16% of those tested) failed or refused to take the test³.

Clearly, there is still much to do to prevent drink drive accidents, deaths and injuries.

Lower Drink Drive Limit

The maximum blood alcohol limit in England, Wales and Northern Ireland is 80mg of alcohol per 100ml of blood (80mg/100 ml). In Scotland, it was lowered to 50mg/100ml blood on 5 December 2014. In Northern Ireland, the limit is the same as in England and Wales, but there are plans to lower it.

The 80mg/100ml limit was based on evidence that the likelihood of a road accident rises sharply at and above that level. However, the evidence also showed that most drivers are impaired and their risk increases below this limit.

In 2010, the then Government commissioned Sir Peter North to conduct the North Review of Drink and Drug Driving Law⁴. RoSPA gave evidence to the Review⁵ and called for a lower limit, based on evidence that:

- Drivers with a blood alcohol level of between 50mg and 80 mg are 2 – 2.5 times more likely to be involved in an accident than drivers with no alcohol, and up to 6 times more likely to be involved in a fatal crash⁶
- In 2000, the Government's Road Safety Strategy⁷ estimated that reducing the limit to 50mg could save 50 lives and prevent 250 serious injuries each year. A later examination of the figures suggested it could save 65 lives each year and prevent 230 serious injuries.⁸
- An International review⁹ of the impact of introducing or lowering limits found that they resulted in fewer drink drive accidents, deaths and injuries.

Road Safety factsheet: Drinking and Driving

The North Review commissioned new research by the Centre for Public Health Excellence¹⁰ into the likely effects of lowering the drink drive limit, which indicated that the number of lives saved by a lower limit would be much greater than previous estimates.

The North Review concluded:

A reduction to 50 mg/100 ml would undoubtedly save a significant number of lives. In the first year post-implementation, estimates range from at least 43 to around 168 lives saved – as well as avoiding a larger number of serious injuries – a conservative estimate is 280 although as many as almost 16,000 has been modelled. It is estimated that the impact of any lowering in the blood alcohol limit will actually increase over the first few years of implementation with an estimate of up to 303 lives annually saved by the 6th year.

Sir Peter North recommended that the limit be lowered to 50 mg of alcohol per 100 ml blood.

The estimates in the North Report of the number of lives that a lower limit would save do not include Scotland, which account for about 7% of drink drive-related casualties in Great Britain, so the overall number of lives saved would be even greater.

Unfortunately, in 2011 the British Government decided not to lower the limit as they concluded that improving enforcement is likely to have more impact on the most dangerous drink-drivers, than lowering the drink drive limit, which they did not believe would be cost-effective¹¹.

It did accept many of the report's other recommendations, including:

- removing the right to opt for a blood test when an evidential breath test result is less than 40% over the limit. Sometimes the delay in obtaining a blood test meant that the alcohol in a driver's body had fallen below the limit even though they were above the limit when they took the roadside breath test. This meant that some drivers who had been drinking and driving 'got away with it'.
- streamlining the procedure for testing drink-drivers in hospital
- closing a loophole used by high risk offenders to delay their medical examinations (sometimes the loophole has allowed high risk offenders to regain their licence at the end of their disqualification period before they have taken and passed the mandatory medical examination that high risk offenders are required to take).
- approving portable evidential breath testing equipment for the police so they can conduct evidential breath tests at the roadside.

Scotland

On 3 July 2012, powers to set the drink drive limit in Scotland were transferred to the Scottish Parliament, and subsequent Scottish Government proposals to lower the drink drive limit to 50mg of alcohol per 100 ml of blood were supported by the majority (79%) of people in Scotland¹².

The drink drive limit in Scotland was lowered to 50mg per 100ml of blood on 5 December 2014.

During the subsequent four week Drink Drive campaign 17,504 drivers were tested by Police for alcohol, 351 of whom were over the new limit or refused to take the test. This was a 19% reduction on the same period the previous year. However, fewer breath tests were carried out, so it is not yet clear whether the lower drink drive rate was due to the new limit or to less enforcement¹³.

Of those caught drink driving, 20 drivers were detected between the new 50mg limit and the previous limit of 80mg of alcohol per 100ml of blood.

One study, conducted at the University of Strathclyde, used STATS19 data to investigate the effect of Scotland's December 2014 reduction of the BAC limit from 0.08mg to 0.05mg/100mL on road casualties. The study looked at a natural experiment that occurred as a result of the fact Scotland's BAC limit was reduced, whilst it stayed the same in England and Wales, meaning the 10 regions of these countries could be used as control groups. The study is particularly valid because the UK is a very homogeneous population with respect to policy and attitudes towards drink driving, and there is also very detailed accident data available to analyse in the form of STATS19.

The study used the STATS19 data alongside annual population estimates to calculate the casualty rate for every 100,000 people every month; the data 2 years before and 2 years after the legislative change are provided. A difference-in-differences method was used, which compares changes between an affected and an unaffected population and is often used to estimate the effects of an intervention. Overall, it was found that the change in BAC limit had no statistically significant effect on fatalities. Furthermore, the study investigated fatality rates during the daytime, evening and at weekends, finding no statistically significant effect regardless of the time of day/week. This was also the case for specific road users, such as younger and male drivers. This study shows that, particularly in this case, although past BAC legislation has been effective at reducing road casualties, further changes are likely to produce an effect that is minimal at best.¹⁴

The lack of a statistically significant effect as a result of the Scottish BAC reduction is supported by a study that also investigated the effects of the change. This study also used STATS19 data, but looked at weekly accidents on the road rather than monthly casualties. Similarly to the Strathclyde study, it was found that lowering the BAC limit from 0.08 to 0.05 did not result in a decrease in accidents. Socioeconomic status was also considered in this study as well as age and sex, but did not have an effect. The researchers of the study propose that the likely reason for the lack of an effect is because the change in legislation was not adequately publicised or enforced, so drivers may not have been aware of the change, and if they were then they did not feel the need to adhere to it.¹⁵

Road Safety factsheet: Drinking and Driving

In Northern Ireland, the Department of the Environment has consulted on proposals to lower the drink drive limit in Northern Ireland¹⁶. The proposals included a lower blood alcohol limit of 50mg/100ml for most drivers and even lower limit of 20mg/100ml for learner and inexperienced drivers and for those who drive for a living. These changes are set to go ahead, but a date has not yet been confirmed. RoSPA supports the Northern Ireland's plans to lower the drink drive limit.

RoSPA also believes that the limit should be reduced in England and Wales.

A Lower Legal Limit for Young Drivers

RoSPA does not believe that a lower drink drive limit of young or novice drivers is a practical option, partly due to the difficulties in enforcing a separate limit for a specific group of drivers, which would require the Police to be able to check the driver's age (or licence status). This would be difficult as drivers are not required to carry their driving licence in Britain.

There is also a risk that young drivers who are subject to a lower drink drive limit may be more likely to drink and drive when they reached the age at which they became subject to the higher limit for other drivers because they thought that they could then 'drink more and drive'.

However, lower drink drive limits for novice drivers have been introduced in some countries (as part of their wider Graduated Driver Licensing Systems) with evaluation studies showing that this results in fewer alcohol related fatalities in this age group.

Northern Ireland is going to introduce a limit of 20 mg of alcohol per 100 ml of blood for learner and novice drivers, which will provide evidence for the practicality and effectiveness of this option in the UK.

Road Safety factsheet: Drinking and Driving

Alcohol and medicine

There are also dangers of mixing alcohol with medicine. Some medicines can react with alcohol, including many medications that can be purchased over the counter without a prescription such as herbal remedies. Alcohol, like some medicines, can make you feel sleepy, drowsy or lightheaded. Drinking alcohol while taking these medicines can intensify these effects, meaning it can be more difficult to concentrate or perform mechanical tasks¹⁷.

Therefore, it is advised that you ask your pharmacist if you have any questions about how the medicine or the medicine combined with even a small amount of alcohol could affect your ability to drive safely.

Enforcement

RoSPA is concerned about the inconsistent pattern of breath testing in Great Britain. The level of breath testing has varied over recent years. In the late 1990s around 800,000 roadside breath tests were conducted each year; this fell to 534,000 in 2003 but then started rising again. By 2009, it had risen to over 814,000 tests. Unfortunately, the number of breath tests in 2010 fell substantially to just over 733,000. In 2017, this fell to 325,887, representing a 15% fall when compared with figures in 2016³. The level of breath testing also varies significantly across the country.

In 2017, 7 breath tests were conducted per 1,000 population across England and Wales. The rate for Wales (13 per 1,000 population) was almost twice that for England (7 per 1,000 population). There was a large variation in the number of tests carried out per 1,000 of the population by individual police forces, from 3 per 1,000 population in Greater Manchester to 13 in North Yorkshire³. The amount of enforcement also varies throughout the year. In December 2017, police officers stopped over 98,000 vehicles and administered over 91,000 breath tests¹⁸.

Effective enforcement of the drink drive laws is essential, and should be high profile and highly visible in order to enhance its deterrent effect. Drivers should perceive that if they choose to drink and drive there is a strong chance that they will be detected and prosecuted and that the penalties will be severe.

Wider Police Powers Breath Test without Prior Suspicion

The Police can stop any driver for any reason, but they cannot require a breath test without a suspicion that the driver has consumed alcohol, or has committed a traffic offence or been involved in an accident. RoSPA believes that the Police should have the power to require a breath test without needing any other reason; this would increase drivers' perception of the risk of being caught without necessarily placing additional demands upon police resources. It would allow the police to target their resources at areas and times where they would be most effective, for instance at locations where it is reasonable to assume drinking may have taken place.

This may be opposed on the grounds that it erodes civil liberties, but drink drivers also erode the civil liberties of everyone else. Drink driving is such a serious offence that it justifies giving the Police wider powers.

Random Breath Testing (RBT)

Giving the Police powers to require breath tests without prior suspicion that a driver has been drinking would also provide the power to conduct Random Breath Testing. This has been widely adopted in Australia and helped to reduce drink driving, although it tends to be resource intensive. A 2005 review of the effectiveness of random breath testing in the state of Queensland demonstrated that higher levels of random breath testing reduced the frequency of drink driving and alcohol related collisions¹⁹. Coupled with the power to implement intelligence-led breath testing, Random Breath Tests would be a powerful deterrent tool.

Research suggests that highly visible random breath testing (for general deterrence) combined with targeted random breath testing that is not clearly visible is the most effective²⁰. The proposals to change drink drive laws in Northern Ireland included giving police the power to set up drink drive checkpoints where they would be able to stop any driver for the purpose of giving them a breath test¹⁵.

Penalties for Offenders

Sentencing policy for convicted road traffic offenders should complement and support other road safety measures, such as education and training to produce better, safer drivers who are less likely to re-offend. For road safety purposes, the aim of sentencing should be to change the attitudes and behaviour of the individuals being sentenced and of the wider driving public.

The UK's penalties for drink driving are considerably more stringent than most other countries. However, the effectiveness of laws and penalties depends to a large extent on the perceived and actual level of enforcement. The penalties are stringent enough to act as a significant deterrent, provided that people think there is a strong chance they will be caught if they drink and drive. If people do not think they will get caught, the level of penalties is largely irrelevant. An increase in breath testing and more consistency across the country would improve the effectiveness of drink drive laws.

Disqualification Periods

RoSPA supports the courts having the power to impose a driving ban as part of bail conditions, where a defendant might commit a further drink-drive offence whilst on bail. The immediate confiscation of the driving licence of drivers who have failed an evidential breath test and who are high risk offenders would be another way of reducing the likelihood that such people would drive while waiting for their case to come to court. A further measure would be to ensure that where an offender is imprisoned as well as disqualified from driving, the disqualification period does not begin until they have been released from prison.

Immediate Licence Confiscation

The immediate confiscation of the driving licence of drivers who have failed an evidential breath test and who are high risk offenders would be another way of reducing the likelihood that such people would drive while waiting for their case to come to court. However, since drivers do not have to carry a licence in this country, it is difficult to see how this could be enforced.

Seizing Vehicles of Repeat Drink Drive Offenders

In Scotland, the 2010/11 Christmas/New Year Drink Drive campaign included, for the first time, seizing the vehicle of repeat drink drive offenders²¹. During the campaign, four drivers had their cars forfeited, and a further 24 had their cars seized pending consideration by the Court. RoSPA believes that this is a significant additional deterrent, and should be adopted throughout the UK.

High Risk Offenders Scheme

RoSPA supports the High Risk Offenders Scheme and would like to see it publicised more widely. It is quite right that repeat offenders are given ever more stringent penalties, including imprisonment where appropriate. The High Risk Offenders Scheme is an important part of the drink drive regime. In addition to a longer disqualification, higher fine and possible imprisonment, offenders must prove that they do not have a drink problem and are fit to drive before their licences are returned. They should be required to take an extended driving test at the end of their disqualification before being able to regain their driving licence.

Drink Drive Rehabilitation Courses

Wider use should be made of sanctions designed to change offenders' behaviour, such as rehabilitation courses and re-testing. RoSPA supports the use of rehabilitation courses. Some drink drivers have an overall alcohol problem, which is not effectively addressed through enforcement and sentences. Offenders who have completed a Rehabilitation course are less likely to re-offend than those who have not²². However, completion rates are low. Between January 2017 and September 2017, 25,992 drink-driving offenders were referred to a drink-drive rehabilitation scheme. However, only 13,455 of these referrals completed the course. This means that only 52% of referred courses were completed.²³

In November 2011, the Driving Standards Agency published a consultation paper²⁴ on proposals to improve Drink-Drive Rehabilitation courses and to encourage more training providers to become involved in delivering the courses, improving access to the scheme for offenders in areas with high incidences of drink-driving.

The government's Strategic Framework for Road Safety²⁵ includes a commitment to make DDRS courses mandatory for disqualified drink-drivers.

Alcohol Ignition Interlock Devices (Alcolocks)

Some countries require Breath Alcohol Ignition Interlock devices to be fitted to convicted offenders vehicles. They are designed to prevent a car engine from starting if the person who breathes into the device has been drinking alcohol. There is some evidence that they are effective in discouraging re-offending while the order is in force, but that re-offending occurs once the restriction is removed.

A small trial of an alcohol ignition interlock programme in Britain²⁶ in which alcolocks were fitted to the vehicles of convicted drink drive offenders found that almost half (43%) of the participants failed to complete the 12 months programme. However, the devices did detect, and therefore, prevent many occasions in which a participant tried to start their car with alcohol in their system, including 328 occasions when the level of alcohol was above the drink drive limit.

The main problems reported by participants included being over the interlock limit the morning after drinking, delay in starting the car due to the time taken for the interlock to warm-up, and difficulties with rolling re-tests during a journey. Many of the participants indicated that the devices made them at least think seriously about their drinking, if not help change their drinking patterns outright.

A similar alcohol interlock programme in Finland was evaluated in 2013. It was found that despite the low participation rate, alcohol interlocks used by the offenders detected at least 12,000 instances of driving while under the influence of alcohol. Interlock users also reported that they drank less or less often, or switched from stronger drinks to milder ones. One tenth of those who took part in the programme had stopped drinking altogether, and said that the alcohol interlock device had motivated this decision.

Almost all of those who took part reported that the biggest benefit of the programme was that they could continue driving. The negative aspects mentioned by those who took part included concerns related to inconvenience, safety and negative perceptions that other people may have of them¹⁷.

Road Safety factsheet: Drinking and Driving

Education and Publicity

There is no doubt that the publicity and education campaigns conducted since the late 1970s have changed public knowledge and attitudes about drinking and driving. Long-term publicity is essential, supported by education programmes for school children and drivers and trainees.

A lower limit would be even more effective in saving lives and preventing injuries if it was supported by substantial, sustained publicity to ensure that the public are aware of the new limit and what it means in terms of their own behaviour. A law can only act as a deterrent if people are aware of its existence and meaning.

Particular attention should be focused on the 'Morning After' effect. It is very difficult to know exactly how much alcohol has been consumed, and how long it will take the liver to remove it from the bloodstream (which varies from person to person). Some drivers who do not drive when drinking at night, find themselves unknowingly still over the limit the following morning.

A more sustained educational effort will be required to raise awareness of this issue and enhance drivers' understanding of the length of time necessary following drinking to allow alcohol levels to decline to safe levels. Many agencies and organisations need to be involved, including employers of staff who drive both to commute and for work purposes. There needs to be a recognition that for those who drive on a daily basis regular heavy drinking is no longer a practicable option if they are to comply with the law. Given the very large proportion of the population in this category this will mean a major change in the Nation's drinking habits with related health benefits which in turn should be taken account of in any overall cost benefit analysis.

Alcohol Unit Labelling

EC Regulations require the alcoholic strength of products to be stated on their containers. However, it is difficult for an individual to determine the amount they have consumed. Publicity and information concerning units of alcohol should stress the fact that it is not possible to accurately gauge how it will affect individuals and the only safe limit is zero.

The drinks industry could give clearer advice on alcohol content on labels and at point of sale. Research is needed on the best way to convey the message on alcohol content.

Alternatives to Drinking and Driving

Greater efforts are also needed to help people choose not to drink and drive by providing alternative options. The price of soft drinks and No or Low Alcohol Drinks in pubs and restaurants should be lower. The lack of good public transport in rural areas is often cited as a particular difficulty because it means that people must use their cars to go to the pub.

The Drinks industry should adopt a more enthusiastic marketing approach to promote a positive image for low or no alcohol drinks and introduce a price advantage for these drinks.

Self-Test Breathalysers

There are many different types of self-test breathalysers available, ranging from very cheap 'blow-in-a-bag' devices to more expensive digital breathalysers. They tend to be marketed as a means for drivers to check whether they are over the limit, particularly the morning after they had been drinking.

RoSPA is concerned that self-test breathalysers may be inaccurate and may encourage people to try to drink up to the limit and drive, rather than plan ahead, and if they are intending to drink alcohol to make arrangements (taxis, designated drivers, etc.) so that they do not need to drive.

Self-test breathalysers have to be used according to the manufacturer's instructions, and the digital ones have to be calibrated properly by the user, and re-calibrated when necessary. Therefore, there is a strong potential for inadvertent misuse resulting in inaccurate readings. Even, if the devices give accurate readings and are used correctly, some people may use them to drink up to the limit and still drive.

However, it is clear that many people do not understand the 'morning after' effect; there is wide misunderstanding about how long it takes alcohol to be eliminated from the body. Many drivers behave responsibly the night before when they know they will be drinking alcohol by making sure they do not drive, but then drive the next morning without realising that they are (or might be) over the limit. They have no accurate way of knowing whether they are still over the limit the next morning, with the result that some people genuinely get this wrong and drink and drive inadvertently. There might be a useful 'morning after' role for self-test breathalysers, but only if their accuracy could be relied upon and people understand how to use them properly and did not misuse them.

References

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ROYAL MAIL GROUP RISK MANAGEMENT

SAFE SYSTEM OF WORK (Appendix 2)

This SSOW provides sufficient INFORMATION and INSTRUCTION to allow managers to control safety risks identified during risk assessments. It is used by work area managers to inform and instruct operators, at induction and refresher training events, how a task they are involved in or work equipment they are using can be completed / used safely. A record should be retained to show that this information and instruction has been shared with those employees affected.

Generic Task / Work Equipment	Driving (Royal Mail Operations) SSOW				
Associated Risk Assessment	TRA-03 Driving (Royal Mail Operations) National Generic Task Risk Assessment				
SSOW Version No	1.3				
Hazards & Risks					
Identified Hazards & Risks					Risk Rating (as per Matrix)
Vehicle impact due to third party vehicles; motorcycles; cycles; pedestrians; animals; road/site layout; poor lighting; weather; speeding, distractions, fatigue; poor eyesight; alcohol/drugs etc.					Moderate
Injury from slips, trips and falls due to uneven/slippery surfaces, severe weather, poor footwear, poor lighting, objects, obstructions etc.					Tolerable
Vehicle impact due to brakes not applied.					Tolerable
Fall from height due to access/egress of large vehicles					Tolerable
Musculoskeletal conditions from manual handling activity.					Adequately Controlled
Impact/strike from vehicle doors/bonnets/moving containers/damaged vehicle or equipment etc.					Adequately Controlled
Sunburn/dehydration/cold from weather.					Adequately Controlled
Ingestion, inhalation and absorption of chemicals and oils					Adequately Controlled
Impact/eye damage due to use of equipment e.g. High pressure air; maintenance equipment etc.					Adequately controlled
Cuts and bruises from general activity.					Adequately Controlled
Worsening of injury/condition due to lone working.					Adequately Controlled
Psycho-social conditions from the working environment (e.g. abuse, stress etc.).					Adequately Controlled
Controls (Required to Achieve Risk Rating)					
Driving SSOW (<i>this document</i>).	Driver Training.	Driver Handbook.	Vehicle Loading Plan.	Licence Checks	Health Declarations.
RTC Procedure Agreement	Vehicle maintenance programme	Daily driver vehicle inspections	Safe Driver Code of Practice	National and Local Road Safety Comms/Campaigns	Yard Risk Assessment
Yard Training Video	On Site Signage	Highway Signage	Road/Site Markings	Yard/Site Rules	SHE Alerts
Workplace Inspections.	Designated Route Parking Points.	PPE Matrix	OPG Dynamic Risk Assessment.	SMAT/ Observation process.	Approved Footwear.
OPG Induction.	Regular WTLL & Safety Committee.	Manual Handling Training.	Severe Weather Prep Checklist.	Severe Weather Assessment.	Return to Work Process.
Occupational Health Support.	Bullying & Harassment Policy.	Feeling First Class Website.	Persons Specifically at Risk Assessment.	Security Procedures.	Vehicle key controls process

CORONAVIRUS

The Coronavirus outbreak is a serious and fast-moving situation. The core principles to prevent the spread of the virus are listed below, Specific controls are based on the relevant Coronavirus Risk Assessments and associated documentation as communicated through national and local channels. Where relevant, these will supersede any instructions in this document, including those in Task Risk Assessments and SSOWs that are referenced.

CORE PRINCIPLES:

All staff to follow core Government and RMG COVID-19 controls including:

- 1) Social distancing – maintain a 2-metre physical distance between people at all times.
- 2) General hygiene:
 - wash your hands (for 20 seconds) and use hand sanitiser when entering/exiting buildings and regularly throughout the day.
 - always wash your hands before eating.
 - avoid touching your eyes, nose and mouth with unwashed hands.
 - at your own discretion and available on request, wear disposable gloves and masks (remove correctly and dispose of in a designated bin).
- 3) Do not attend work if you have:
 - a fever
 - a persistent cough
 - lost your sense of smell or taste
- 4) Adhere to instructions and site arrangements at RMG sites and customer locations to allow social distancing to occur, wherever possible.
- 5) Complete dynamic risk assessment (Look-Consider-Decide) to ensure good behaviours at all times.

General

This national Safe System of Work (SSOW) must be followed at all times and consolidates advice given in operator training. Any problems should be reported to your line manager immediately.

Any local/unique hazards not identified within this generic SSOW should be assessed locally in consultation with the local SHE team and CWU Area Safety Representative and noted in the SSOW local arrangements section at the end of this document. They should also be referred or reported to the owner of this document to ensure national review.

It is the legal responsibility of every employee at work:

- To take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions.
- To report defective or faulty equipment immediately.
- To work in the way they have been trained and inform your manager when asked to use equipment for which you have not been trained.

This SSOW should be read in conjunction with the Royal Mail Drivers Manual which is a complementary and more detailed document covering all driving aspects including safety. The Highway Code must also be complied with at all times.

Dynamic Risk Assessment

Whilst driving a vehicle, hazards and risks will vary depending on the circumstances. It is important, therefore, that drivers use 'dynamic risk assessment' at all times in order to keep them safe. To complete a Dynamic Risk Assessment:



The SSOW is a generic instruction for use across the company and represents a minimum standard. Local risk assessments may identify the requirement for a higher level of control as per company procedure.

Always seek assistance if you feel that it is required.

Core Standards

The following Core standards apply to this safe system of work:

Management Controls				
➤ Ensure all Drivers are suitably trained.	➤ Licence Checks completed as per Standard	➤ Yard Risk Assessment completed (see Standard 2.3).	➤ All Risk Assessment outcomes and SSOW's / SWI's are communicated to staff	➤ Managers and other staff complete regular SMAT / Observations (see Standard 17.2).
Vehicles and Equipment				
➤ Only RM/approved vehicles in good condition/in service to be used.	➤ Specific and approved training for each vehicle type required	➤ Daily Vehicle Checks / Equipment Checks to be completed.	➤ On-site maintenance/servicing in designated areas	➤ Report all faults using the PMT1 process.
Weight Limits				
➤ Vehicle maximum weights Inc. payload (by vehicle type)	➤ Vehicle maximum axle weight (as per vehicle type/combination)			
Personal				
➤ Work within limits of WTD (or RMG Standard).	➤ Rest breaks. ➤ Manual handling technique.	➤ PPE – as per Matrices or specific risk. ➤ Driving hours	➤ Health Declaration and License checks completed.	➤ Persons Specifically at Risk Assessment where required.

Communication and Review

In order for the SSOW to be effective, it should be communicated to all staff, including Agency, and displayed on Noticeboards. Compliance to the SSOW should be ensured by local review and periodic behavioural observations (SMAT / Observations) by Managers and Employees and Inspections by Safety Representatives.

SAFETY INSTRUCTIONS: DRIVING & ASSOCIATED ACTIVITY

General Do's and Don'ts

- **Do** report all hazards, accidents, collisions and near miss incidents to your Manager.
- **Do** check the Walk Log/Driver Pack for any existing known hazards.
- **Do** adhere to the Site Rules/Yard Rules; signage; road markings and speed limits at all times both at RMG sites and customer sites.
- **Do** comply with the Highway Code at all times and treat all road users with consideration.
- **Do** only drive a vehicle that you are trained and authorised to use.
- **Do** complete a Daily Vehicle Check and Log Book entry. Use the PMT1 process to report defects.
- **Do** wear a seatbelt at all times when driving.
- **Do** comply with the road speed limit relevant to the class of vehicle being driven.
- **Do** adhere to the correct load plans at all times and secure loads where required.
- **Do** ensure good visibility when driving (e.g. use appropriate lights, sun visor, clear screen etc.).
- **Do** maintain a good body posture when driving at all times.
- **DO** drive calmly, avoiding harsh braking and acceleration. Maintain a gap of at least 2 seconds from the vehicle in front.
- **Do** adjust your driving method to take into account different circumstances e.g. severe weather, heavy traffic, pedestrian areas, country roads, corners/bends, bridges etc.
- **Do** consider risk to vulnerable road users e.g. pedestrians, cyclists, motorcyclists, horse riders etc. and adjust driving accordingly. Report all roads with high motorcycle use/risk to your manager.
- **Do** only park in safe and legal positions.
- **Do** adhere to company and legal driver hours standards. Take appropriate rest breaks, drink water and eat appropriately.
- **Do** attempt to drive in and out of parking spaces or alternatively reverse in. Use mirrors and the reversing sensors where fitted. Be aware of pedestrians at all times. **Get Out And Look (GOAL)**.
- **Do** ensure that the Handbrake is applied when parking. For small vehicles, ensure that the vehicle is In gear and that the wheels are Turned to the kerb ('**HIT**').
- **Do** use the correct manual handling technique at all times.
- **Do** adhere to pedestrian routes/designated areas as a pedestrian and avoid moving vehicles, Fork Lift Trucks, and containers. Use a torch if required and avoid slippery and uneven surfaces.
- **Do** wear high viz clothing and footwear when around the vehicle/in a Yard as per the PPE Matrix.
- **Do** use three points of contact when accessing and egressing from a large vehicle and when operating on the catwalk.
- **Do** check the weather and ensure that instructions are followed when applicable.
- **Do** inform your manager of any physical or mental condition including poor eyesight, fatigue, stress, anxiety etc. which may affect your ability to drive safely.
- **Do** take care when working at height. Stay clear of edges and maintain three points of contact where possible.
- **Do not** drive an un-roadworthy vehicle.
- **Do not** drive at a speed that is unsuitable for the conditions.
- **Do not** drive whilst distracted e.g. adjusting the radio, eating/drinking, reading directions etc.
- **Do not** drive/manoeuvre in any unauthorised areas or park on corners, junctions and bends.
- **Do not** drive whilst you are under the influence of alcohol, drugs or specific medication.
- **Do not** carry mail/containers in the front of vehicle. The MB44 Delivery Pouch is permitted.
- **Do not** use a mobile phone/handheld device or wear headphones whilst driving or refuelling.
- **Do not** smoke in a RM vehicle or on a RM site (unless in a designated area).

- **Do not** operate as, or with, an untrained/unauthorised Yard Marshal/Banksman.
- **Do not** complete maintenance activity/wheel change unless authorised and in a designated area.
- **Do not** transport unauthorised passengers in a RM vehicle.
- **Do not** exceed the maximum vehicle weights or driver maximum weights as listed.
- **Do not** leave a vehicle without the handbrake applied in any circumstances.

Before Use – Pre-departure Preparation Requirements

- | | |
|--|---|
| <ul style="list-style-type: none"> 1) Hazard Card 2) Log Book 3) Footwear. 4) Undertake vehicle checks – Daily/Weekly/Duty 5) Equipment checks. | <ul style="list-style-type: none"> 6) Hi-Viz. 7) Spikies/winter equipment (when relevant). 8) Torch, hat, weatherproof as required. 9) Manager instructions, e.g. severe weather actions. |
|--|---|

Before Use – Vehicle Preparation Requirements

[Refer to RM Driver Manual](#)

[Reference Fleet Vehicle Check procedure](#)

[Reference Vehicle Condition & Mileage Logbook \(P1061E/PFU89\)](#).

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> • (Full list in Fleet Vehicle Check process) • Lights and Indicators • Tyres, Wheels and Fixings • Fuel and Oil Leaks • Seatbelts • Brakes • Windscreen Washer and Wipers | <ul style="list-style-type: none"> • Horn • Steering • Mirrors and Glass • Security of Load • Excessive Engine Exhaust Smoke • Bodywork damage • Reversing Sensors • Seat position | <p>Large Vehicles:</p> <ul style="list-style-type: none"> • Trailer connections / suizies • Fifth wheel connection and safety chain • Trailer power lift lead (where fitted) • Trailer lights • Vehicle height displayed / set in cab • Side Guard • Wheel torque indicators |
|---|--|---|

Walking to/from/around Vehicles

[Refer to Delivery \(Royal Mail Operations\) SSOW](#)

[Refer to Collection \(Royal Mail Operations\) SSOW](#)

[Refer to Loading and Unloading \(Royal Mail Operations\) SSOW](#)

- Look out for and avoid moving vehicles and containers.
- Site rules must be adhered to at all times particularly in relation to pedestrian routes, PPE, designated loading areas and access/egress.
- Walk in designated areas/pavements at all times.
- Be aware of your surroundings and look where you are stepping out on to/walking to avoid hazards.
- Look out for and avoid poor or slippery surfaces e.g. potholes, tree roots, wet leaves, moss, drain covers etc.
- Carefully place your footing when next to kerbs, raised edges and objects e.g. barriers.
- Do not rush. Adjust your pace/gait for the conditions.
- Wear high visibility clothing and footwear as per the PPE Matrix (mandatory outside around the vehicle).
- If a dog is loose or roaming do not put yourself at risk. Remove yourself from the area and stay in your vehicle if required.
- Avoid confrontation with aggressive individuals. Be polite and remove yourself from the situation.
- Report all unsafe conditions to your Manager (e.g. uneven surfaces, busy roads, uncontrolled animals etc.).



Vehicle Preparation/Checks

[Refer to RM Driver Manual](#). [Refer to PMT1 Process](#)

- Look out for and avoid moving vehicles and containers and operate in designated areas at all times.
- Site rules must be adhered to at all times particularly in relation to pedestrian routes, PPE, designated loading areas and access/egress.
- Where the visibility is poor, either move the vehicle to a better location or use a torch if adequate.
- Use the correct manual handling technique at all times.
- Wear safety footwear and other PPE as per the PPE Matrix.
- Be aware of your surroundings and look where you are stepping to avoid hazards. Look out for and avoid uneven or slippery surfaces
- Ensure you take a firm hold of doors and bonnets and open/close in a controlled manner
- Report all damage to vehicles and use the PMT1 process. Remove the vehicle from service if it is not roadworthy and inform your manager.
- Ensure the vehicle is kept clean and tidy at all times.



Getting in and out of Vehicles

[Refer to RM Driver Manual](#)

- Look out for and avoid moving vehicles and containers.
- Ensure sufficient room to open door and get in to and out of the vehicle.
- Ensure three points of contact when getting in to and out of the vehicle – two hands and one foot, or both feet and one hand.
- Be aware of your surroundings and look where you are stepping out on to/walking to avoid stepping on kerbs, uneven surfaces, wet leaves, slippery surfaces or other hazards.
- Ensure doors are fully open when getting in the vehicle so that they do not swing shut.

Large Vehicles: Access:

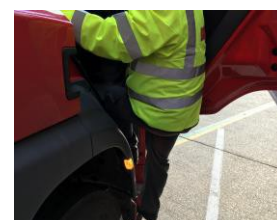
- 1) Place any bags or equipment on the passenger seat via the passenger door to ensure hands are free.
- 2) Hold the grab handle and steady yourself before placing your foot on the bottom rung of the ladder
- 3) Raise your body by using the grab handle and placing your foot on the second rung of the ladder
- 4) Once you are stood on the cab floor ease your body into the seat.

Large Vehicles: Egress:

- 1) Face the vehicle at all times. DO NOT JUMP.
- 2) Hold the front pillar grab handle whilst easing yourself out of your seat and put your right foot on to the top step.
- 3) Take hold of the left grab handle and place your left foot on the next step
- 4) Repeat the process until you reach the ground supporting yourself with the grab handles at all times.

Large Vehicles: Catwalk

- When accessing and egressing a Catwalk use the same principles as getting in and out of the vehicle. Face the vehicle and maintain three points of contact at all times.



Slow Manoeuvring and Parking

Refer to RM Driver Manual

Reversing:

- Avoid reversing if possible.
- Follow 'GOAL' – Get Out And Look completing a 360 degree check.
- Where required reverse into spaces and drive out. Check for hazards before reversing slowly.
- Ensure windows/mirrors are clear, turn off your radio, wind your window down, and check all mirrors before moving. Use reversing sensors where fitted.
- After every manoeuvre check your distance to develop your judgement.

Blind Spots:

- Know your blind spots and check before/during movement. They can be in front, rear and to the side. Generally, the larger the vehicle the larger the blind spot.

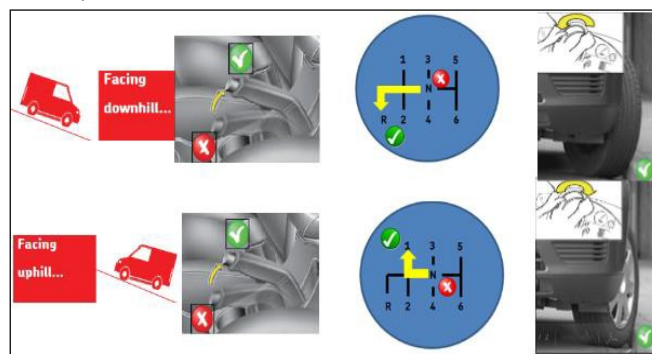
Parking:

- Park the vehicle in an appropriate location to allow safe access and egress, loading and unloading and so as not to cause an obstruction to other road users / pedestrians.
- Assess the situation to ensure the safest place is chosen. Where appropriate. This may include:
 - Using a roadside authorised parking area.
 - Parking with the hazards warning lights on.
 - Close to the delivery/collection point
- Do not park the vehicle:
 - On double yellow lines unless it is necessary and for a short period.
 - On a junction, corner or bend
 - Facing on-coming traffic.
 - On marked restricted areas.
 - On pavements unless signs permit it.
- Upon return to your parked vehicle, always make sure another vehicle or obstacle hasn't blocked your path.



Parking – Small Vehicles:

- Ensure that the engine is turned off.
- Handbrakes must always be fully applied, vehicle put in gear and wheels turned (**HIT**) when parking on slopes, hills or level ground. Follow these steps:
- **HANDBRAKE**. Park close to the kerb and firmly apply the handbrake.
- **IN-GEAR**. Select first gear when facing uphill. Select reverse gear when facing downhill.
- **TURN** your steering wheel away from the kerb when facing uphill or on level ground. Turn your wheel towards the kerb when facing downhill.
- For your own safety, **DO NOT CHASE AFTER A VEHICLE IF IT IS ROLLING AWAY** and never try and physically stop a rolling vehicle.



Parking – Large Vehicles:

[Refer to the Loading and Unloading SSOW](#)

- Adhere to training at all times dependent on vehicle type.
- Ensure vehicles are parked in designated areas at all times and on safe, level ground.
- **Apply the handbrake before exiting the cab.**
- Ensure the engine is turned off.
- When uncoupling articulated vehicles ensure that:
 - 1) The coupling/uncoupling procedure for the relevant vehicle type is known and understood.
 - **2) The trailer park brake is applied.**
 - 3) The Trailer landing legs are lowered. Maintain a firm stance facing with one foot forward and rotate the handle in one circular motion.
 - 4) The Airlines/Anderson leads are carefully removed and neatly stowed maintaining a firm stance away from the edge of the Catwalk taking extra care when wet. The safe process for accessing the Catwalk must be followed (see section on Getting in and Out of Vehicles above). In the event of a combination rollaway alert others and if on the catwalk apply the trailers braking system. Do not leave the catwalk and never attempt to approach or re-enter a moving vehicle.
 - 5) The 5th wheel clip is removed and the kingpin disengaged. Maintain a firm stance, bend underneath and pull the handle towards your body, using the other hand for stability where possible.
 - 6) The Unit is moved slowly away from the Trailer checking that the area is clear beforehand.



Loading & Unloading Vehicles

[Refer to RM Driver Manual](#)

[Refer to Loading and Unloading \(Royal Mail Operations\) SSOW](#)

[Refer to Delivery \(Royal Mail Operations\) SSOW and Collection \(Royal Mail Operations\) SSOW](#)

- Use the correct manual handling technique at all times.
- Adhere to the approved load plan at all times. Do not carry mail/equipment in the passenger seat (unless a MB44 pouch is used for small vehicles).
- Complete activity in safe area away from moving vehicles.

Driving in Royal Mail or Customer Premises

[Refer to RM Driver Manual](#) [Refer to Site/Yard Rules](#)

- Only drive vehicle trained and authorised to use.
- Do not park in unauthorised areas or areas not suitable for the vehicle type.
- Adhere to the Site/Yard Rules at all times
- Park vehicles in the designated area for each vehicle type. This includes areas for loading and unloading
- Obey the speed limit at all times
- Comply with signage, one-way systems and road markings at all times
- Do not operate as a Yard Marshall or Banksman at any time unless trained and authorised to do so. This can create an increased vehicle/pedestrian risk.
- Wear PPE including high visibility and footwear as per PPE Matrix
- Adhere to any Loading/Unloading Plan and procedure.
- Take care around driving around bends and blind spots
- Do not leave vehicles unattended with keys in the ignition



- Do not use mobile phone/PDA/headphones whilst operating in the Yard
- Do not block vehicle or pedestrian routes with work equipment
- Where required, report to the gatehouse/reception before entering site.

Driving on Public Roads

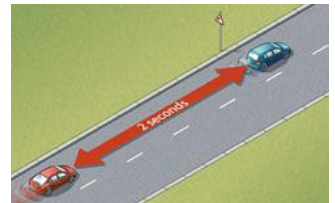
[Refer to RM Driver Manual](#)

[Refer to Highway Code](#)

- Only drive vehicle trained and authorised to use.
- Wear a seatbelt at all times when driving. Both the driver and passenger(s) by law must wear a seat belt. There are NO EXCEPTIONS for Royal Mail Drivers.
- Speed:
 - Know your stopping distances
 - Stopping distances multiply the faster you travel
 - Made up of thinking distance and braking distance
 - Know the speed limit for the road, and for your vehicle. Most RMG vans have lower speed limits than for cars.
 - Always drive within the speed limit. It is a limit not a target and its sometimes not safe to drive at the limit
- Always maintain a gap of a least two second travelling time between your vehicle and the one in front.
- Do not be distracted (e.g. reading the next address, talking to passengers, adjusting radio etc.) as it effects the ability to spot hazards and react in time.
- Mobile phones or PDA's must not be used whilst driving including when hands free.
- When turning remember to follow the 'Mirrors – Signal – Manoeuvre' rule.
- Adhere to road signage and markings at all times.
- Do not smoke in a Royal Mail vehicle at any time.
- Look well ahead in order to predict and avoid pedestrians and potential hazards.
- Ensure good visibility when driving (e.g. use appropriate lights, sun visor, clear screen etc.)
- Adjust driving dependent on conditions e.g. severe weather, congestion, pedestrian areas, roadwork's etc.
- Slow down on country roads and brake well before the corner, not in it
- Slow down around pedestrians, especially around schools etc. Reduce your speed to 20mph in these areas.
- Look out for and predict hazards dependent on the road types and location, e.g. rural roads, A-Roads etc. These can include lighting or visibility; road layout; uneven surfaces; blind corners/bends; on-coming traffic; low hedges; muck; bridges; low moving vehicles (e.g. tractors)



VEHICLE CATEGORY	Built up areas (mph)	Single Carriageway (mph)	Road Carriageway (mph)	Motorway (mph)
Cars, mopeds, vans and motorbikes *subject to licence	30	60	70	70
All other Motor Vans - Flat Beds, Rearward Facing, Fork Trucks, Tractor Units, Tractor Units...	30	50	60	70
Trucks (GVW > 3.5 tonnes) *subject to licence	30	50	60	70
Goods vehicles (2.5 tonnes *subject to licence)	30	50	60	60
Goods vehicles (2.5 tonnes *subject to licence)	30	40	50	60







Vulnerable Users – Additional Instruction [Refer to RM Driver Manual](#)

Pedestrians



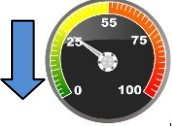


- Look out for pedestrians when reversing. Give them time and space to cross, especially children, the elderly or someone with a disability. They may not be immediately visible.
- Never wave a pedestrian across the road. There may be another vehicle overtaking from behind you which doesn't see them.
- Slow down and take extra care around busy shopping areas, stationary buses, ice cream vans and at sites where there are gatherings of children such as a school or leisure centre.
- Look for pedestrians emerging from between parked vehicles.


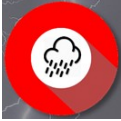
<p>Cyclists</p> 	<ul style="list-style-type: none"> • Ensure that you share the road with cyclists giving them time when passing. • Give cyclists plenty of room when overtaking. Cyclists can be unstable and may move suddenly. They may also move out without warning due to pot holes, drain covers, debris etc. • Always recheck for cyclists when pulling from a junction as they can be hard to see and are often quicker than you think • Always check your mirrors before turning particularly in heavy traffic. • When exiting your vehicle always check your mirrors for cyclists or other hazards
<p>Motorcyclists</p>  	<ul style="list-style-type: none"> • Always check your mirrors for motorcyclists. Take extra care at roundabouts and when turning left. • Give motorcyclists plenty of room when overtaking – they can be affected by side wind. • Take extra care when pulling out of junctions or turning right across roads (e.g. on a B Road into a customer premises). Always use your indicators, position your vehicle properly and re-check for motorcyclists. They can be difficult to see and often move quicker than you expect. • Where there are known roads with high motorcycle use/risk raise this with your Manager.
<p>Horse riders</p> 	<ul style="list-style-type: none"> • Always drive slowly past horses. Give them plenty of room and be prepared to stop. • Keep engine noise as low as possible and avoid sounding the horn. • Look out for horse riders' signals; be aware that they may not move to the centre of the road before turning right.


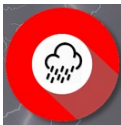


Severe Weather – Additional Instruction

[Refer to RM Driver Manual](#)

<ul style="list-style-type: none"> • Assess the risk when driving at all times. IF YOU CONSIDER IT UNSAFE TO DRIVE, STOP AND CONTACT YOUR MANAGER. • Adhere to instructions from the Severe Weather Risk Assessment and Severe Weather Briefs at all times. • Prepare your vehicle properly e.g. clear windscreen/mirrors/lights clean wiper blades, check windscreen wash, remove snow from roof etc. • Slow down and drive at an appropriate speed to improve your stopping distance. Vehicles can take 2 times distance to stop in wet and up to 10 times in icy conditions • Use equipment dependent on the weather (windscreen wipers, sun visor, fog lights etc.). • Don't overtake unless you have to. • Maintain a bigger gap to ensure a safe distance to the vehicle in front • Use dipped headlights to make yourself seen. 	  
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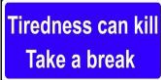



Make additional adjustments based on the weather type:

<p>Snow and Ice:</p> 	<ul style="list-style-type: none"> • Be aware of roads that are not gritted. • If the vehicle begins to skid, steer gently into the slide. • When outside of the vehicle take short strides and wear Spikies (do not wear whilst driving) 	<p>Heavy Rain:</p> 	<ul style="list-style-type: none"> • Don't brake hard. • If the vehicle begins to aquaplane, take the foot off the accelerator and gently brake • Wear appropriate clothing when outside of the vehicle.
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Fog: 	<ul style="list-style-type: none"> Use fog lights. 	Floods: 	<ul style="list-style-type: none"> Only drive through if it is not too deep and test the brakes afterwards
Strong Winds: 	<ul style="list-style-type: none"> Hold the steering wheel tightly. Where the risk is significant for high sided vehicles, particularly if empty, stop and park until safe to proceed. When outside of the vehicle take particular care with vehicle doors. Be alert to flying debris and in exposed areas at the road side. 	High Temperature/Sun: 	<ul style="list-style-type: none"> Use the sun visor/sunglasses and screen wash as required. Use air conditioning/open the window. Make sure you cover up (e.g. long, loose clothing) and protect your head (e.g. wear a wide-brimmed hat). Use supplementary sunscreen Stay out of the sun where possible (e.g. during breaks) Remain hydrated (drink water).

Person Specific Risks – Additional Instruction

[Refer to RM Driver Manual](#)

	Fatigue: <ul style="list-style-type: none"> Try to ensure you are well rested, and feeling fit and healthy before driving Make sure you take your rest breaks Take extra care when driving at night, between 2am and 6am and when driving between 2pm and 4pm (especially after having eating a significant meal) If feeling sleepy/drowsy during a journey, take a break, grab a coffee and if need be take a short nap.
	Stress: <ul style="list-style-type: none"> Try to clear your mind of personal or work problems before driving. Speak with your manager, a colleague or the company Feeling First Class service.
	Eyesight: <ul style="list-style-type: none"> Get your eyes tested at least every two years or straight away if you notice a problem – inform your manager. You must be able to read a number plate from 20 metres to drive. This must never be used as a substitute for a professional test. If you need glasses or lenses, don't drive without them.
	Fitness to Drive: <ul style="list-style-type: none"> Do not take medication which advises against driving. If you take any medication that may be affecting your ability to drive, speak to your GP. Inform your manager if you develop a condition that could impair driving. <u>You must also notify the DVLA.</u> If unsure, consult with your GP immediately. Never drive when under the influence of alcohol or illegal substances. Do not drive any vehicle where you are heavier than the listed safe working load (e.g. 150kg for the current DAF LGV).

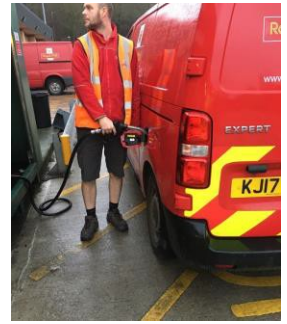
Vehicle accident/breakdown

<ul style="list-style-type: none"> Try to bring your vehicle off the road if at all possible or in a place avoiding other vehicles. Use hazard warning lights to alert other road users If safe to do so and in well-lit slow moving traffic stay with your vehicle until help arrives. On motorways, fast or dark roads leave your vehicle via the passenger door and move to a safe place. Wear high visibility clothing to ensure you can be seen when outside of the vehicle. Don't stand where you may obscure visibility of your vehicle or its lights.

- Never stand between your vehicle and on-coming traffic and don't allow anyone else to do so.
- Contact the RMG incident reporting centre and your manager as soon as possible using your PDA. If you are seriously injured and able to do so call for an ambulance.

Vehicle Servicing/Wash

- Ensure that the activity takes place in designated areas at all times and away from moving vehicles.
- Refuelling:
 - When filling up with fuel ensure that the engine is switched off and mobile phones turned off.
 - Do Not Smoke or use naked flames.
 - Use disposable/driver gloves for diesel / Add Blue provided.
 - Clean up all minor spillages and report to your manager anything significant.
 - Keep the area tidy at all times so as not to cause trip hazards including safely putting the hose away after use.
- Vehicle Wash:
 - When getting in/out of the vehicle follow the usual technique taking extra care.
 - Keep clear of moving parts at all times
 - Ensure you take care around the wet surfaces and guide runners.



Competency

Training

Mandatory:

- Driver Induction Training / Vehicle change-overtraining
- Driver post collision training

Training required on a needs basis:

- Driver training.

Format (Course/Certificated/Qualification)

- DO Manager / Coach.
- Success Factors.
- Pertemps Driver Training.

Personal Protective Equipment (PPE)

Item

PPE standard and use as per the RMG PPE Matrices.

Ordering details

Uniform / Stores.

Comments

High Visibility clothing at all times. Other PPE where risk is identified.

SSOW Authorisation

	Name	Signed	Date
Author	James Cannon	<i>J Cannon</i>	
Safety Support (where applicable)	David Mills; Richard Wiggins; Mark Bromhall; Freddie Warnock; Paul Arandall; Karl Maginn; Nick Burns; Anthony Pedal; Andrew Hickerman; Mark Fuller; Steven Beale	<i>David Mills; Richard Wiggins; Mark Bromhall; Freddie Warnock; Paul Arandall; Karl Maginn; Nick Burns; Anthony Pedal; Andrew Hickerman; Mark Fuller; Steven Beale</i>	29/05/18 05/10/18 Update

I have authorised this SSOW for deployment

Safety Authorisation: (As defined in Levels of Authority Appendix 4)	James Cannon	<i>J Cannon</i>	29/05/18 05/10 Update
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Review and Amendments

Version	Name	Signed	Date
1.3	J Cannon	<i>J Cannon</i>	05/06/20

SSOW LOCAL ARRANGEMENTS

SSOW Title	
Region	
Unit (Where applicable to individual Unit)	

(For use where a Unit Manager wants to add local arrangements to a Group or Business Unit SSOW)

While the SSOW provides sufficient INFORMATION and INSTRUCTION to allow managers to control safety risks for a specific task &/or item of work equipment it is possible that local circumstances within a Unit could introduce additional risks. Where local risk assessment indicates this to be the case LOCAL ARRANGEMENTS could be prepared help to remove or reduce the additional risks to an acceptable level. This additional INFORMATION and INSTRUCTION must be used within the Unit(s) affected to inform and instruct those employees affected. It should also be used at induction and refresher training events to inform employees how a task they are involved in can be completed safely &/or how work equipment they are using can be used safely. Any training or briefing using the SSOW should be recorded to show where the additional information and instruction has been given.

NOTE: Local amendments to a SSOW cannot be less stringent than the national version.

LOCALISATION		
Locally Identified Risk	Risk Rating (ref. SMS2.1 Risk Matrix)	Control

LOCAL SIGN OFF	Signature	Date
Local Author		
Safety Authorisation: (As defined in Levels of Authority set out in the Standard)		