



Target Zero:
keeping people safe



Take 5 for Safety, part of the Amey Zero Code

Take 5 for Safety is a simple concept which is used to deliver Zero Code. Its aim is to ensure everyone routinely considers safety in everything they do.

The mission is to ensure everyone returns home fit, well and uninjured at the end of every day. What **YOU** and your colleagues do at work will determine if this happens.



Briefing Instructions

The 'Take 5 for Safety' campaign has been in operation since November 2020, asking you to ensure that you consider safety and wellbeing throughout the lifecycle of a task and STOP and Take 5 if you are not comfortable or if you see or hear something that doesn't feel safe.

This month's focus is dedicated to driving at work and asking yourself if you are using all the Take 5 for Safety component parts and 'Staying Alert'. Commuting to and from work is part of your road safety journey. Most serious risks involve people, static objects or other vehicles and may result in **Road Traffic Incidents** (RTIs) that can lead to serious physical injury, mental health harm or even death.

Let's remind ourselves of the four pillars of the Zero Code:

Ready to go?

- I will attend work, drive vehicles and operate equipment knowing that I am **fit and well**
- I will always make sure risks have been assessed and **that I understand them**
- I am **clear on what my role is** and the value I add to my team

Kitted out?

- I will only use the tools and equipment provided and approved for the task
- I will only carry out tasks that I am trained and competent to do
- I will always wear the appropriate personal protective equipment for the job

Stick to the plan!

- I will make sure I know and understand the plan
- I will always check that I am following processes and safe systems of work
- If things change I will re-assess and only start work again when it is safe to do so

Stay alert!

- I will always make sure I am in the safest working position
- I will remain alert to what is happening around me and react accordingly to stay safe
- I will 'Shout Out!' if anything is unacceptable, to keep myself and others around me safe

When you are behind the wheel - driving is your primary task

Peak time driving in particular can expose drivers to risks such as drowsiness, road rage and more. Around two thirds of UK workers drive to work, averaging 782 miles each per year. Make sure you read the guidance below to better manage your commute.

- **Plan** – have you checked your route using available technology, given yourself plenty of time and listened to the latest traffic reports?
- **Check** – walk around your vehicle. Check the tyre pressure, make sure you have enough fuel and that your lights and windscreen are clean and clear
- **Focus** – don't be distracted by your mobile phone and remain focused on the journey ahead
- **Health** – try to get good quality sleep before you travel (recommended 8 hours). If you're taking prescription or over-the-counter medication check for potential side effects that may impair your judgement while driving

Occupational Road Risk (ORR)



ORR is about recognising the risks our employees and supply chain partners take when driving for Amey. We all use roads and vehicles regularly, or rely on those that do, and we have a right to do so safely. There are a number of initiatives and controls in place to reduce these risks.

Legal considerations - the Management of Health and Safety at Work Regulations 1999 requires employers to risk assess their driving for work activities and manage them within a safety management system. In addition, road traffic legislation and the Corporate Manslaughter and Homicide Act 2007 applies to driving for work purposes, and charges of corporate manslaughter are possible in the event of work-related road deaths. Other charges include (but not limited to) gross negligence manslaughter against individuals. These are all criminal offences. Work related road safety is a shared responsibility between employer and employee.

Responsibility and accountability

Contract Directors: responsible for reviewing their business operating requirements against the ORR policy and implementing it within their areas, demonstrating a clear leadership commitment to reducing occupational road risk.

People Managers: responsible for ensuring Amey's ORR policy and procedures are adhered to within their areas and cascaded accordingly

Employees: responsible for complying with all ORR policies, procedures, risk assessments and the driver's handbook. Reporting concerns and incidents promptly, co-operating with any monitoring processes in operation, completing appropriate training and assessments when required and using the established documentation to report vehicle defects to their people manager. Never knowingly drive a defective vehicle.

Our people

The following topics are all key areas to consider when managing ORR and to ensure our employees and supply chain partners are aware of the information and know how to access the relevant sections.

Induction: new Amey employees must be inducted to ensure they are aware of the rules, processes and procedures relating to ORR.

Driver's handbook: The Amey driver handbook is available for Amey employees [here](#) (via the Amey system) and sets out the key requirements and responsibilities for all users of vehicles and should be a first point of reference for drivers. It contains information such as who can drive, responsibilities, licences and insurance vehicle checks as well as journey planning and the incident process. A copy was delivered to home addresses of Amey Defence company vehicle drivers in September 2021.

Driver fitness and fatigue: the fitness and well-being of our drivers is important. We want colleagues to feel motivated, engaged and healthy and will support them to make lifestyle choices that can lead to long-term health benefits. As part of Zero Code and Take 5 for Safety, 'Ready to Go, Fit and Well' was launched to help us think about the steps we can take to ensure we feel fit, well and ready to go when at work. The Wellbeing Framework can be used to break down the elements of our wellbeing, see link [here](#) (available to Amey employees), as well as the wellbeing aspects, staying hydrated, eating and sleeping well are key to controlling ORR fatigue.

Did you know?

- Just 2% dehydration affects cognitive skills with 20% of crashes recognising fatigue as a factor
- In lab tests, fatigued drivers make 14 x more mistakes. Take frequent breaks, eat and keep hydrated when driving.

Other road users: we are all reliant on each other when using the roads and have a duty to act responsibly and within the laws and rules set out by the authorities and internally within Amey. Please ensure you and your teams are aware of and comply with the rules set out in the driver's handbook and Highway Code.

Journey

The following topics are all key areas to consider when managing ORR and to ensure people know where to access the relevant sections.

The options: before you travel, consider all the options available to you. Amey currently spends over £1million a month on travel and expenses with employees spending more than 60,000 nights away from home each year. Before you get into your car please consider:

- Is it business-critical to meet face-to-face?
- If I need to travel, can I do so without compromising my safety or wellbeing?
- Am I choosing the safest and most productive option?
- If I must drive have I considered the risks and hazards through Take 5 for Safety?

Risk assess: As well as organisation and driver risk profiling, is there a need for more specific risk assessments such as; the time of day, fatigue or site and access conditions? The broader risk profiling does not cover these tasks and site specific elements, so task risk assessments and safe systems of work still need to be considered in line with the wider management system and customer, PPE and vehicle requirements.

Route plan: this is a vital part of controlling the risk whilst driving. What are the potential accident black spots, can we avoid known hold ups by using toll roads? Where can breaks be taken and are services and fuel available?

Action required

As part of Amey's continuing Take 5 for Safety campaign contracts should:

- Review at business level the implementation of Amey's ORR policy
- Deliver this briefing to all teams during October 2021
- Deliver TBT 013 driving to all supply chain partners
- Review TBT 049 Winter Driving and ensure appropriate additional equipment is provided to company vehicle drivers

Supporting documents

[HSE guidance](#)

[Managing ORR](#)

[TBT 013 Driving](#)

[TBT 49 Winter driving](#)

(If you are a supply chain partner, ask the local Amey team to provide copies of relevant documents)

Take your time: allow time when travelling or preparing to travel. All drivers should take a break of 15 minutes at least every two hours so plan time in for these breaks. Working time rules regarding breaks of 11 hours between shifts must be followed. Customer and site-specific rules may also apply. If in doubt, check with your people manager.

Communicate: When travelling on business, make sure you have a reliable means of communication. In areas where telecommunication signalling is poor a backup process must be considered as part of the task risk assessment and lone worker considerations. Employees should be briefed on the location and use of roadside emergency phones and always remember Amey's policy of no mobile phone usage when driving, irrespective of hands free kits.

Weather: does the vehicle have an emergency kit and if there the potential for bad weather, can the trip be rescheduled? If driving in late autumn, winter or early spring, have you considered equipping yourself for the eventuality of being stuck in snow such as a blanket, torch, shovel and flask?

Travel/stop decision: Fatigue is a killer so ensure overnight stops are planned and details of how to book out of hours' accommodation are considered and understood. If you are an Amey employee, consult Amey's travel policy for more details or call Clarity on **0333 014 6085**



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Useful links

[HSE driving for work](#)

[Amey RSSB](#)

[Driving for better business](#)

[ROSPA Fleet safety](#)

ALWAYS be sure you know the driving risks and hazards and if you don't, STOP and TAKE 5 for Safety!

