

- # SAMPLE

they can potentially receive a sentence up to 5 years

unlimited fine or even a prison sentence

1.9 It is essential that you ensure the following:

1.9.1 Check that all your insurance policies are valid and that all work is undertaken or loads to be carried are within the limits of the policy.

1.9.2 When using your own vehicles for company business, checks are made to ensure that they are suitable for business use. You should keep a record of these checks for your records.

1.9.3 Check that all the driving licences all employees have are valid company business every six months. Check the endorsements they may have to ensure they cover the effect the insurance cover. If a driving licence expires after 10 years, it must be replaced. If an employee's photo is not on the licence, it should be treated as if he does not have a licence and must not be permitted to drive until he is in possession of a new one.

2. The importance of Risk Assessment when moving goods/materials.

2.1 Your company is covered by both the Road Traffic Act and Health and Safety.

2.2 You would not risk sending out a delivery driver to deliver goods to the shop/site/yard as close to their destination as possible, but you would risk them in the most awkward position on the road or making them stop in the middle of the road.

2.3 However a recent incident where a delivery method was used to get into the site on the road, close to the white lines. Even though the van driver had his hazard warning lights on, a pedestrian was killed. The lorry driver was subsequently charged with dangerous driving and jailed.

2.4 You will need to ensure that all drivers to assess the risks of where they stop and load. You should also ensure that you have the notice of your sales teams, who should contact the customer to try to arrange for suitable parking/loading area.

2.5 Something else to think of when sending your drivers out is what the likelihood of them falling from the delivery vehicle. A significant number of accidents occur every year to delivery personnel.

who fall from the lorry, and although they may only fall a few metres, they can be seriously injured, and companies are being prosecuted for this.

- 2.6 There are a number of measures you can take to help stop these accidents.
- 2.7 You could fit gates or tailgate hoist. These will not prevent access to the lorry but will stop the user from falling off.
- 2.8 On a flatbed lorry you could use a floating lanyard. This would allow the user to move along the length of the lorry but would prevent him from falling off the edges.

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