



Spotless Cleaning Driving for Work Health and Safety Policy

As part of our overall health and safety policy, we are committed to reducing the risks which our staff face and create when on the road as part of their work. We ask all our staff to play their part by always driving within the law, safely and responsibly. Failure to comply with the policy may be regarded as a disciplinary matter. Please note that you are no less responsible for road safety when using your privately owned car for work purposes, than those using a company vehicle. You must report bad driving of colleagues in full confidence for the safety of all staff and the public.

Please take note of all the points below and ask your Supervisor if you have any queries.

Vehicle Safety



You must complete daily vehicle inspections and full monthly checks to ensure your vehicle is safe for use. These checks as well as other safety factors are covered in this document.

www.spotlesslyclean.com | info@spotlesslyclean.com

Burton 01283 599219 | Derby 01332 561635 | Lichfield 01543 406156 | Ashby 01530 251707

Spotless Midlands Ltd Glensyl Way Burton on Trent DE14 1LX



What to check	What's the risk	How to check it	What action is needed
<p>Tyre pressures - weekly check</p> 	<p>Over or under inflated tyres effect the vehicle's handling which could cause loss of control or permanent damage to the tyre.</p>	<p>Park the vehicle off the road well away from traffic with the handbrake on, ideally on a level surface. Remove tyre valve dust caps. Push a tyre pressure gauge onto the tyre valve and read the value which will either be in PSI or BAR.</p> <p>REMEMBER TO ALSO CHECK YOUR SPARE WHEEL!</p>	<p>The correct pressure for your tyres can be found in your vehicle handbook/manual. It will show a table of pressures for different tyre sizes. Check the corresponding tyre size by looking at the side of your tyres (the tyre wall) for numbers. For example, 205/55/R16 96W is a tyre 205mm wide, with a 55mm high tyre wall (the profile) to fit a 16 inch diameter wheel. 96W is the speed and load rating which may or may not be included in the table. Check the pressure reading matches that in the table, which may also have different pressure levels depending on vehicle use, i.e. a different pressure if you have several passengers and a heavy load to carry. Use a suitable foot pump or compressor if you have one, to attach to the tyre valve and inflate to the correct pressure. If you don't have your own, visit a petrol station or ask a local garage to inflate the tyres for you.</p>
<p>Tyre tread - weekly check</p> 	<p>Low tread or bald tyres offer severely reduced grip, increasing your stopping distance and increasing the risk of a loss of control of the vehicle. Increased risk in wet weather or more slippery conditions.</p>	<p>Park the vehicle off the road well away from traffic with the handbrake on, ideally on a level surface. Tyre tread depth gauges are simple, cheap devices which can be bought from any local motor spares shop or online. Use the gauge to measure the depth of tread from the lowest point in the grooves of the tyre to the top surface of the tread. The legal limit for minimum depth of the tread on your tyres is 1.6 millimetres, across the central ¾ of the tread around the complete circumference of the tyre. If you don't have access to a tread depth gauge, a 20p piece can be used as a rough guide. If the number 20 is fully visible when you place a 20p in the tread, the tyre will not be safe. If you're unsure how to measure the depth visit a local garage and ask them to check for you.</p>	<p>Check tyre tread depth at least once per week and ensure that new tyres are fitted as the legal limit is approached. A good sign that you are approaching low tread is when the tread is as low as the wear bar indicator. This is the small lump or bar of rubber in the groove of the tread pattern. For safety reasons it is recommended that you replace your tyres before the legal limit is reached as at that point your stopping distance is already very much increased. Remember that a tyre may be unsafe if only one edge is severely worn. This may indicate that the tracking or suspension needs adjustment. If in doubt check with a local garage.</p> <p>REMEMBER TO ALSO CHECK YOUR SPARE WHEEL!</p>



Tyres have a tread depth well above the legal limit.





Tread depth may be below the legal limit. If stopped by police, you could face a maximum of three penalty points and a fine of up to £2,500 per tyre.




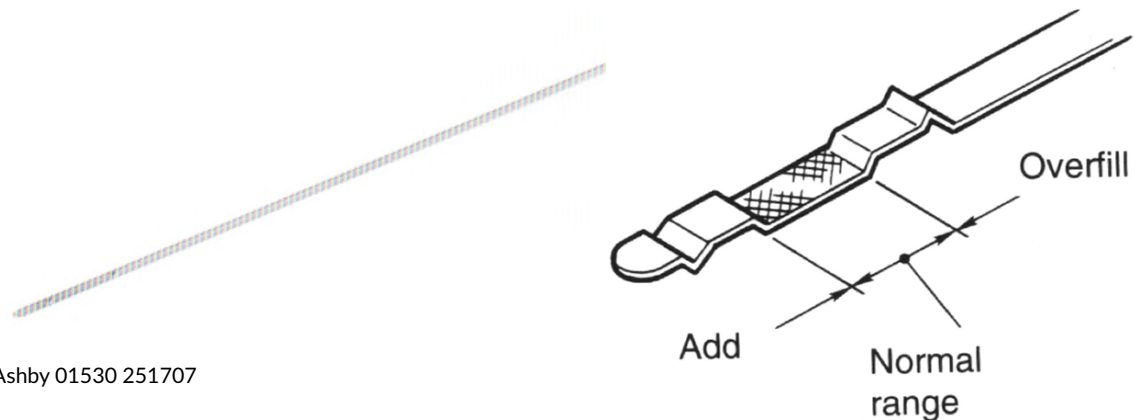
www.spotlesslyclean.com | info@spotlesslyclean.com


Burton 01283 599219 | Derby 01332 561635 | Lichfield 01543 406156 | Ashby 01530 251707

Spotless Midlands Ltd Glensyl Way Burton on Trent DE14 1LX


What to check	What's the risk	How to check it	What action is needed
<p>Tyre condition/ damage - weekly check</p> 	<p>If a tyre has been damaged by an impact (on a kerb for example) it could cause a blow out or sudden puncture resulting in loss of control of the vehicle.</p>	<p>Look for lumps, missing chunks of rubber or anything unusual on the side wall of each tyre. Damage to the side wall is most likely to cause a blow out or loss of pressure. Check the full width of the tyre tread for any foreign objects that may have lodged in the tyre and punctured the rubber.</p>	<p>If any part of the sidewall looks damaged or is bulging outwards, seek advice from a professional at a local garage. They can advise on whether or not a replacement tyre is required.</p>
<p>Servicing schedule</p> 	<p>Not following the recommended servicing schedule for your vehicle could mean that your vehicle is unsafe to use. Not following servicing interval guidelines will lead to excessive wear on components and breakdowns.</p>	<p>Check the recommended servicing schedule in your vehicle owner's handbook/manual. Older vehicles may not warn you when a service is due with a service indicator light. The service will usually be due based on time passed as well as mileage. For example it may be due every 15k miles or one year, whichever is sooner.</p>	<p>Set a reminder to check your servicing needs each year as a minimum. Keep an eye on your mileage and make sure your service book is kept up-to-date so that you can have a record of your last service and also preserve the value of your vehicle. Use a professional garage for servicing to ensure filters, fluids etc are replaced correctly.</p>

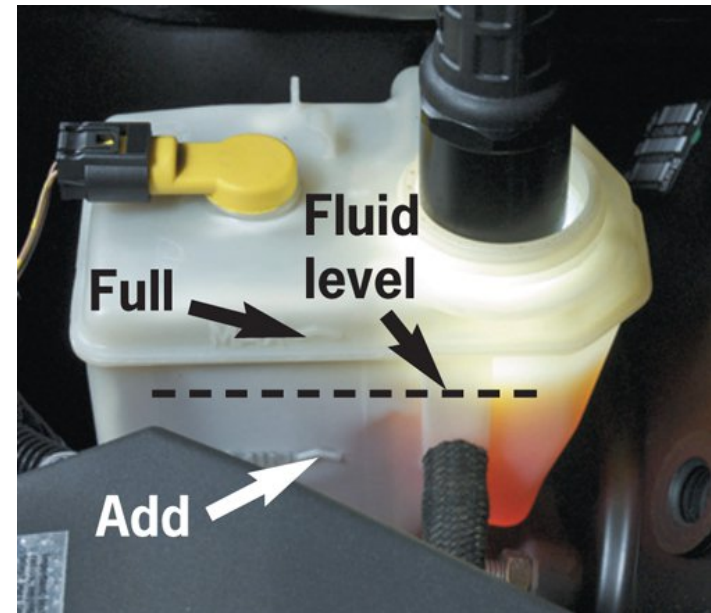
What to check	What's the risk	How to check it	What action is needed
Oil level check - weekly check 	Not having enough oil will cause the engine to seize and often means that the entire engine will need replacing!	<p>If you're unsure always check the owner's handbook/manual for the location of your dipstick. Pull out the dipstick (usually a brightly coloured plastic ring is on the end of the dipstick so it is easy to pull out) and wipe it off on a clean, lint-free rag. Be sure the engine is cold (or has been off for at least ten minutes) before you check the oil. Insert the stick back into the pipe all the way to the bottom. Pull the dipstick out again and look at the film of oil on the end of the stick. The stick is marked with a minimum and maximum level close to the end of the stick. The oil should be in between these markers, below the minimum could cause your engine to seize, above the maximum could damage seals.</p> <p>Note that once the oil warning light comes on in the dashboard, it can sometimes already be too late to prevent engine damage so never wait for this light to warn you about oil levels. If this light comes on stop driving as soon as possible and check the oil as above.</p>	<p>If you need to add oil look for a screw-off cap on top of the largest part of the engine. It could be blank or have the oil can symbol on it. Unscrew that cap and add up to 1/4 litre of oil. Let the oil settle for 10 minutes and measure again with the dip stick. Continue to add as needed and when finished ensure the dip stick is fully inserted and the oil cap screwed back on. Do not pour large amounts of oil into the engine expecting it to fill up! You can only measure the level using the dip stick. If too much oil is added you will need a professional to drain off the excess. If you're unsure about topping up or checking oil visit a local garage and ask a professional to help.</p>




What to check	What's the risk	How to check it	What action is needed
Coolant level - weekly check 	Without enough coolant the engine will overheat which could cause other damage to the engine and a breakdown.	Look for a semi-transparent plastic container in the engine bay, which may have 'coolant' written on the cap. The max and min levels will be marked on the outside of the container. The coolant is usually brightly coloured so it's easy to check. Wipe the container if it is dirty or difficult to read. Gently sway the car on its suspension if it helps to see the level of the liquid. It shouldn't be necessary to remove the cap to check the level. Note that you should never remove the cap shortly after operating the vehicle as it is a pressurised system and the coolant may be hot. Always let the engine cool if you need to remove the cap for any reason.	If the level is too high damage could be caused to the engine and a professional will need to drain off the excess. If the coolant level is low there may be a leak around the engine, from a hose or from the radiator. Take the vehicle to a professional garage to have it inspected.







What to check	What's the risk	How to check it	What action is needed
Brake fluid level - weekly check 	With too much or too little brake fluid in the system, the brakes could potentially fail or not operate as expected.	Similar to coolant, look for a semi-transparent plastic container in the engine bay, which may have 'brake fluid' written on the cap or a brake symbol. It's usually a smaller reservoir than that used for coolant. The max and min levels will be marked on the outside of the container. The fluid is usually brightly coloured so it is easy to check. Wipe the container if it is dirty or difficult to read. Gently sway the car on its suspension if it helps to see the level of the liquid. It shouldn't be necessary to remove the cap to check the level.	If the level is too high or too low, take your vehicle to a professional garage to have the brakes checked over.







What to check	What's the risk	How to check it	What action is needed
<p>Windscreen washer fluid - weekly check</p> 	<p>Running out could cause impaired vision through the screen during a journey.</p>	<p>Similar to coolant and brake fluid, look for a semi-transparent plastic container in the engine bay. It will usually have the windscreen washer symbol on the cap. You can fill this reservoir to the top without fear of damaging any components. Use screen wash at the correct dilution rate to suit the conditions (winter/summer.) Just using water is not advisable and in low temperatures could cause the screen wash reservoir to freeze and split.</p>	<p>If the level is low, it has not been topped up for a while or if your vehicle as a warning light for screen wash, top it up with screen wash mixed to the dilution suggested for the conditions on the label.</p>



What to check	What's the risk	How to check it	What action is needed
Lights 	Failed lights could mean other road users can't see you at night or indication at junctions etc isn't visible.	In a safe location, away from traffic, turn the ignition on. Ask a colleague to check all lights are functional front and back including: Main beam Dipped beam Side/driving lights Indicators (including side repeaters) Brake lights Fog lights	If any lights aren't working seek professional assistance as soon as possible.
Mirrors 	Badly adjusted mirrors or broken mirrors prevent safe driving - checking blind spots and manoeuvring safely etc.	Always check and adjust door and rear view mirrors before setting off.	Adjust as required, always replace broken or cracked mirrors as soon as possible.

What to check	What's the risk	How to check it	What action is needed
<p data-bbox="152 228 264 260">Fuelling</p> 	<p data-bbox="367 228 611 416">Accidents, fires, fuel spills, and environmental damage while refuelling company vehicles.</p>	<p data-bbox="658 228 992 256">Follow the guide to the right:</p>	<p data-bbox="1263 228 1458 256">Before Fuelling</p> <p data-bbox="1263 261 1982 416">Park safely at the pump with the engine switched off. Apply the handbrake and place the vehicle in gear or “Park” (automatic). Turn off mobile phones and any other ignition sources. Confirm the correct fuel type for your vehicle (check handbook or fuel cap label.)</p> <p data-bbox="1263 459 1458 488">During Fuelling</p> <p data-bbox="1263 493 1982 647">Never smoke, vape, or use naked flames near fuel. Remove the fuel cap slowly to release any pressure. Keep the nozzle in contact with the filler neck to reduce static electricity risk. Do not overfill — stop when the automatic nozzle clicks off. Avoid inhaling fuel vapours.</p> <p data-bbox="1263 691 1435 719">After Fuelling</p> <p data-bbox="1263 724 1939 847">Replace the fuel cap securely. Wipe up any spills immediately and notify station staff if a large spill occurs. Collect and retain the fuel receipt. Check the area around your vehicle before moving off.</p>
<p data-bbox="152 874 347 903">Smoking/Vaping</p> 	<p data-bbox="367 874 624 997">Ill health causes for driver and passenger, distraction from driving, risk of fire</p>	<p data-bbox="658 874 1200 935">Smoking and vaping is strictly forbidden when driving for work, even if you are driving alone.</p>	<p data-bbox="1263 874 1939 967">Don't smoke or vape inside or near to the outside of your vehicle. If a colleague ignores this rule, please report it to management immediately.</p>


What to check	What's the risk	How to check it	What action is needed
<p>Windscreen Wipers - weekly check</p> 	<p>Poorly performing wipers prevent clear vision in wet conditions.</p>	<ul style="list-style-type: none"> • Streaking or hazing on the windscreen when it rains or snows. • A chattering sound when your wipers are on. This noise means they're not swiping smoothly, but popping up and down as they go. • The blades are pulling away from the windscreen at higher speeds, instead of sitting snugly against the windscreen. • The rubber has split into sections or pulled away from the wiper arm. This will cause a slapping sound when you turn on the windscreen wipers. • The rubber edge looks worn or torn in places, or the metal arm is bent or cracked. 	<p>If signs of wear are visible seek help from a professional and get new blades fitted as soon as possible.</p>
<p>Alcohol and drug use for drivers</p> 	<p>Driving whilst intoxicated is illegal and highly dangerous.</p>	<p>Many drink driving convictions are against drivers over the limit the morning after drinking. It's extremely easy to get caught out by underestimating the time taken for alcohol to leave the system.</p>	<p>Refer to our guide on alcohol unit measurement to make sure you're safe. Try and avoid drinking excessively any day prior to work. The company would never expect staff to be using recreational drugs at any time.</p>

What to check	What's the risk	How to check it	What action is needed
<p>Driving safely and reporting poor driving/behaviour</p> 	<p>Not driving according to the law endangers staff and members of the public.</p>	<p>Always drive within the speed limit and local restrictions, in accordance with the law and highway code.</p> <p>Plan journeys to avoid unnecessary mileage.</p> <p>Represent the company professionally — you are a visible ambassador.</p>	<p>If a member of staff is seen to exhibit poor driving or erratic behaviour on the road it must be reported to the Spotless office immediately. It can be reported in confidence and the safety of staff and the wider public must take priority.</p>
<p>Minimum requirements</p> 	<p>Unqualified driver or vehicle not fit for use increases risk of accidents.</p>	<p>As a minimum you must provide:</p> <ul style="list-style-type: none"> • Your driving licence so that Spotless can keep a copy on file. • Permission for Spotless to periodically check your driving licence for endorsements or penalties. • An MOT certificate for your vehicle. • Permission for Spotless to periodically check that your vehicle has a valid MOT. • Proof that you are insured to use your vehicle for work. • Permission for Spotless to periodically check that your vehicle is taxed. • Follow the guidance in this document for regular safety checks on your vehicle (not just assuming that an MOT and a service is enough to ensure that your vehicle roadworthy) 	<p>Read this document thoroughly and follow instructions to check your vehicle. Provide the requested permission and documents so that Spotless can ensure you and your vehicle are safe to be on the road.</p> <p>If you incur any fines, motoring convictions, penalty points etc, you must report these to management immediately so that the validity of your insurance and driving safety can be verified.</p>

www.spotlesslyclean.com | info@spotlesslyclean.com

Burton 01283 599219 | Derby 01332 561635 | Lichfield 01543 406156 | Ashby 01530 251707


Spotless Midlands Ltd Glensyl Way Burton on Trent DE14 1LX



What to check	What's the risk	How to check it	What action is needed
<p>Parking safely/ loading and unloading/ security</p> 	<p>Parking poorly can make it dangerous to exit the vehicle for staff and for other road users.</p>	<p>Think about the risks of parking before you leave your vehicle. Assess the area on arrival and pick the safest possible place to park before unloading or leaving the vehicle to start work.</p> <p>If you're unsure and are visiting a site for the first time, you can probably use Google Maps and Street View to check the layout of the entrance or areas available for parking before you set off.</p>	<ul style="list-style-type: none"> • Try to park on a driveway or designated car park. • If you must park on the road don't park too close to junctions or in breach of any local parking restrictions such as double yellow lines or permit enforcement. • Wear a hi vis vest wherever possible, particularly in busy car parks, on busy roads, and in adverse weather or darkness. • Remember to look out for fork lifts and commercial plant moving around commercial sites. Stick to designated walkways wherever they are present on commercial sites. • Walking a short distance is better than parking somewhere that isn't safe. • Ensure that you park somewhere which allows for safe exit of your vehicle - don't park on badly sighted bends, block traffic, or double park opposite another parked vehicle restricting traffic flow. Try and park where you can exit without stepping into a busy road. Use a nearby side street if the site is on a main road. • Check over your shoulder before opening your door, it's easy to open your door onto a cyclist or pedestrian on both the road side and pavement side. • Don't block other road users or vehicles in. • Aim to make loading and unloading as safe as possible by keeping all kit in the load bay/boot of your vehicle, and placing the access to this part of the vehicle in a safe place. As an example, don't have the rear of a car or van facing a busy road if it could be parked the other way round. • Back in to small drives or spaces on busy roads to make exiting easier when the time comes to leave. • Always leave the vehicle locked when unattended.

www.spotlesslyclean.com | info@spotlesslyclean.com

Burton 01283 599219 | Derby 01332 561635 | Lichfield 01543 406156 | Ashby 01530 251707

Spotless Midlands Ltd Glensyl Way Burton on Trent DE14 1LX



What to check	What's the risk	How to check it	What action is needed
			<ul style="list-style-type: none"> When completing a job you may have forgotten obvious hazards or obstacles in the vicinity of your vehicle. Quickly walk around your vehicle and check all sides. Check your exit path before setting off. You're far more likely to have a low velocity impact when reversing than when going forward, so avoid unnecessary manoeuvres in reverse gear. Don't park on the road in fog or adverse weather conditions - always aim to park off road and as a last resort if it's absolutely necessary, ensure your parking lights are left on while you're working. Before pulling away, remember to always check your mirrors but also over your shoulder to cover blind spots. This is crucial to avoid collisions with other vehicles but particularly cyclists and motorcyclists.
<p>Safe loads</p> 	<p>Unsecured loads kept loose in the passenger compartment can cause serious or fatal injury in the event of an accident. In some cases loose items could also be the cause of an accident.</p>	<p>Make sure your equipment is loaded tidily into the load bay of your vehicle and not kept in the passenger compartment.</p>	<p>Items must not be stacked up precariously and loose items such as bottles of chemicals should be in a box or strong bag.</p> <p>No items should be left loose on the back seat or parcel shelf in a car or van.</p> <p>Nothing should be stored in the footwells of the vehicle.</p> <p>If there is excess space in the load area tie the load down so that it cannot shift in transit.</p> <p>Do not travel with the rear seats folded such that loose items would travel into the passenger compartment in the event of an accident.</p>


What to check	What's the risk	How to check it	What action is needed
Use of mobile phones 	A major cause of traffic accidents due to lack of concentration.	Never, under any circumstances use your mobile phone to text, make phone calls, or use any other apps whilst driving.	Any use of mobile phones whilst driving will be met with disciplinary measures. Staff must report any such activity to a member of the office team in confidence to ensure the safety of the workforce and other road users.
What to do when lost 	Stress or panic, leading to erratic driving and a potential accident or severe anxiety. May also impact ability to work effectively.	Always be prepared before you set off, if working in pairs the non-driver can assist with guidance or road names. Both driving and non-driving staff should remain calm.	<p>If you are unsure about a route or have not previously visited a site prepare yourself before setting off.</p> <p>Use Google or a similar website or maps to plan your route.</p> <p>Use Street View to check entrances and parking beforehand.</p> <p>Check the Spotless job spec for any special instructions on parking or directions to find the site before you go.</p> <p>If you find it helpful, use a sat nav or smart phone sat nav but only if properly mounted in your vehicle. Never adjust the sat nav unless stationary in a safe location.</p> <p>If you get lost, don't waste time trying to find the site, pull over somewhere safe and call your manager or the office for guidance. It's always quicker to call for help than to keep looking for a site that's hard to find.</p> <p>If it's out of hours or you can't get through take your time, check the spec and ask any locals for directions.</p>


www.spotlesslyclean.com | info@spotlesslyclean.com


Burton 01283 599219 | Derby 01332 561635 | Lichfield 01543 406156 | Ashby 01530 251707


Spotless Midlands Ltd Glensyl Way Burton on Trent DE14 1LX


What to check	What's the risk	How to check it	What action is needed
<p>What to do in an accident</p> 	<p>Risk to safety if the proper protocols aren't followed, unable to claim for loss or damage if details aren't correctly recorded.</p>	<p>Refer to the guidance document provided on what to do in the event of a road traffic accident.</p> <p>PLEASE NOTE if using a company vehicle any damage external or internal to the vehicle must be reported to management immediately. Failure to report damage that is discovered at a later date may result in disciplinary action and/or deductions from wages.</p>	<p>Keep a copy of the guidance in your vehicle at all times and on your smart phone for a further reference back up.</p> <p>After a minor incident, be sure to check your vehicle remains safe to use afterwards. If in any doubt, call management BEFORE continuing on your journey and/or call a local professional garage for assistance.</p> <p>REMEMBER NEAR MISSES must also be reported to management so that additional checks can be made to ensure that vehicle and driver are both safe to be on the road. Reporting of near misses can prevent a serious accident in the future.</p>
<p>Driving in adverse weather conditions</p>	<p>Increased risk of losing control, poor visibility and possibly being stranded</p>	<p>Prepare yourself before you set off! Speak to management if you're unsure about your journey.</p>	<p>Refer to the ROSPA Winter Driving Tips fact sheet provided and remember to speak to management BEFORE setting off if you're unsure about a journey.</p>
<p>Correct seat adjustment</p> 	<p>Incorrect seat adjustment can cause long term pain or medical conditions and increases the risk of injury during a collision.</p>	<p>Always check your seat, mirrors and seat belt, before driving, particularly if you share your vehicle with other drivers.</p>	<p>Refer to the Correct Driving Seat Position guidance document provided, save access to the document for future reference.</p>

What to check	What's the risk	How to check it	What action is needed
<p>Preparation for a break down</p> 	<p>Not following protocol could lead to an accident caused by your broken down vehicle.</p> <p>Anxiety, discomfort or ill health caused by not being properly prepared for a breakdown.</p>	<p>Keep a regular check of the contents of your vehicle to ensure you have the necessary items in the event of a break down.</p> <p>Follow the advised schedule of vehicle checks and maintenance already detailed in this document.</p> <p>Make sure you carry the items detailed for adverse weather conditions in case you are stranded in the event of a breakdown.</p> <p>Check you have the following: Warm clothing and/or blanket Reflective clothing Charged torch Car phone charger Fully charged phone wherever possible Warning triangle if possible Written contact details for breakdown cover if you have it Written contact details written for Spotless and relatives in case your phone is out of service First aid kit (as provided by Spotless) Towing eye for your vehicle Locking wheel nut if you have alloy wheels Jack and wheel brace- in case you are able to change a wheel for the spare Duct tape - can be useful for dangling or loose parts as a last resort to get you home</p>	<p>What to do if you break down:</p> <ol style="list-style-type: none"> 1. Pull over as far to the left as you can – if possible, get your car off the road and onto the verge/into a lay-by or side street. Put your hazard warning lights on to warn oncoming traffic. If it is dark, leave your sidelights on, too. 2. If the vehicle is still on the carriageway, make sure everyone gets out of the vehicle by the left-hand doors. 3. If you have a reflective jacket, put it on. If you have a warning triangle and feel your car may be obstructing traffic, place the warning triangle approximately 50m behind your vehicle on the same side of the road (e.g. on the other side of a blind bend/summit from your car, to warn oncoming drivers of the hazard). 4. Call for breakdown or emergency assistance using your mobile phone or carry out repairs if you feel it is safe to do so. 5. If you are confident that you are able, and also that it is safe to change your tyre, you can refer to the guide document provided on how to change a wheel.

What to check	What's the risk	How to check it	What action is needed
<p>Your health</p> 	<p>A worsening or new health condition could effect your ability to drive safely.</p>	<p>Any health or medical conditions that have any chance of effecting your ability to drive safely must be reported to management immediately. This isn't exclusive to conditions diagnosed by your Doctor or healthcare professional that must be reported to the DVLA. If you have any doubt about your ability to drive you must inform management.</p> <p>A none exhaustive list includes:</p> <p>Medication that can effect your ability to safely operate your vehicle due to drowsiness or dizziness.</p> <p>Conditions effecting your eyesight.</p> <p>Conditions that could cause fits, a loss of consciousness or sleepiness.</p> <p>Conditions that effect your mobility, preventing you from safely turning your head or operating the vehicle controls.</p>	<p>Report any conditions that you're unsure about to management immediately.</p> <p>Remember to discuss any such factors in your appraisals or meetings with your manager.</p>

What to check	What's the risk	How to check it	What action is needed
Tiredness while driving 	Falling asleep at the wheel or losing concentration could cause an accident.	Be self aware but also aware of colleagues if you are a passenger. Don't ignore the signs of fatigue that can cause you to lose concentration. Remember that you are more likely to be tired: <ul style="list-style-type: none"> • If taking some medication • If you have been working more hours than usual, including late nights or early mornings • If you've had less sleep than usual • If you've consumed alcohol the day before • In between 2am and 6am, and 2pm and 4pm • When you've just eaten 	On a longer journey pull over and have no more or less than a 15 minute sleep. On a short journey stop to take in caffeine if you're feeling tired. Be sensible and ensure you get the correct amount of sleep if you know you're up early or finishing late. Plan your sleep around your schedule wherever possible. If you're working with a colleague who can also drive, share the driving evenly. Check your routes and your job schedule before you start your working week or before setting off if you work at short notice. If you see an opportunity to reduce a journey time or distance, always query it with your manager as it may be possible to swap jobs around to suit. Be prepared and leave time to set off to get to a job on time, don't rush because you've left it too late. If you're working on a schedule of jobs and get delayed, don't rush or speed to get to the next job, many jobs only have a guide start time anyway so it won't be critical.

What to check	What's the risk	How to check it	What action is needed
<p>Road rage</p> 	<p>Angry drivers cause accidents and may cause harm to others during conflict.</p>	<p>When we are emotionally upset or psychologically caught up in something else, we are not able to give the road our full attention and so, do not drive safely. Try to ensure you are in a calm, good mood before driving.</p> <p>Plan time into journeys in case you are delayed by traffic; this can help to alleviate the pressure you feel if you're running late.</p> <p>If you are able to recognise when you're becoming stressed, angry or impatient while driving, you will be better equipped to deal with these emotions. Try to find time occasionally to reflect on your driving and think about how mood or stress has effected your actions.</p>	<p>Whilst driving do not over-react to, or panic about, another driver's error, bad driving or poor attitude. They may be unaware of their actions. Try to stay away from them and concentrate on driving well and within the law.</p> <p>Avoid getting into conflict with another driver. There will be some bad drivers who are looking for a reaction or conflict. "Competing" with another driver could lead to the incident becoming serious. Keep your mind focused on your driving.</p> <p>Stay calm and think logically – when confronted by an irate driver don't engage in gestures, headlight flashing or sounding the horn as this will serve no purpose and may exacerbate the situation. It will also distract you. Concentrate on driving responsibly.</p> <p>Refrain from eye contact with an angry or aggressive driver as this has the potential to make the situation worse.</p> <p>If you find you are being followed by an impatient driver (tailgated) – do not allow yourself to be "pushed" along, intimidated or made to increase your speed. Without actually pulling over or stopping – find a safe opportunity to allow that driver to pass. Circumnavigating a roundabout to enable a tailgater to get past you will add little time to your journey but can make a significant difference to stress levels.</p> <p>If you find that you are being persistently followed by an aggressive driver – try to make your way to a public place, police station or busy street and if necessary call the police. Do not allow an aggressive driver to follow you home.</p>

What to check	What's the risk	How to check it	What action is needed
			<p>Under no circumstances should you endanger your safety or well-being by getting out of the car to deal with an angry or aggressive driver. If confronted with a road rage situation remain in the car with the windows closed and doors locked. If necessary, call for help on a mobile phone (not while driving).</p> <p>If you accidentally cause another driver to become angry – hold up your whole hand as a friendly acknowledgement of your mistake – this can diffuse the situation.</p> <p>If your mood is affected by an incident during your journey, once you have moved away from any danger, find an opportunity to stop and take time out.</p> <p>Focus on the present and your driving rather than the destination or purpose of the journey.</p> <p>If you are able to recognise when you're becoming stressed, angry or impatient while driving, you will be better equipped to deal with these emotions. Try to find time occasionally to reflect on your driving and think about how mood or stress has effected your actions.</p>

Please note that it is your responsibility to adhere to all motor vehicle laws and regulations even if you are in a company vehicle. You are responsible for speeding fines, speeding penalties, traffic light violations, bus lane violations, parking fines and any motoring convictions or fines. The company cannot pay fines on your behalf.

Company vans are for business purposes only unless prior written permission is given. Personal use may affect tax liability (Benefit-in-Kind rules).

www.spotlesslyclean.com | info@spotlesslyclean.com

Burton 01283 599219 | Derby 01332 561635 | Lichfield 01543 406156 | Ashby 01530 251707

Spotless Midlands Ltd Glensyl Way Burton on Trent DE14 1LX