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1.9.3 Check that all employees have valid driving licences all company business every six months. Check the endorsements they may have and ensure they affect the insurance cover. Remember that driving licences expire after 10 years and must be replaced. If an employees' photo is not on their card, 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.

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2. The importance of Risk Assessment

covering goods/materials.

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

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2.2 You would not normally expect you to do a Risk Assessment when you send out a delivery van. It is often very hard for delivery drivers to find a place to stop to unload outside the shop/site/yard as close to their destination as possible, but delivery vans or lorries parked in the most awkward places are causing pedestrians to walk in the road or making it difficult to see into the face of oncoming traffic.

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2.3 However a recent incident where a delivery method of unloading materials was unable to get into the site and the lorry driver was blocking his way so he stopped 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.

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2.4 You will need to ensure that your drivers to assess the risks of where they stop and load. They should present a hazard to others. But you should also ensure that you give the notice of your sales teams, who should contact the customer to try to arrange for suitable parking/loading areas.

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

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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 these accidents.

2.6 There are a number of measures you can take to help stop these accidents.

2.7 You could fit gates or tailgate hoists. 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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