

Policy: Transport Policy

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Policy Version and advice on document history, availability and storage

Version 4 of the Transport Policy

This policy is stored and available through SHSC Internet

This policy replaces the previous transport policy March 2004 – On ratification of this policy previous copies of this policy should be destroyed.

Contents:

Section		Page
1	Introduction	4
2	Scope of this policy	5
3	Definitions	5
4	Purpose of this policy	5
5	Duties	6
	Duties Flow Chart	6
	5.1 Duties defined	7
6	Specific details - i.e. the procedure to be followed	8
	6.1 Flow Charts for the Driver Registration and Authorisation Process	8
	6.2 Duties and responsibilities of Drivers - <i>Fleet Vehicles</i>	9
	6.3 Duties and responsibilities of Drivers - <i>General</i>	10
	6.4 Driver Registration and Authorisation	11
	6.5 Trust Fleet	12
	6.6 Lease Vehicles – for Staff use	13
	6.7 Grey Fleet – Use of Staff owned or privately (non NHS) leased cars	13
	6.8 Grey Fleet - Documentation	14
	6.9 Patient Transport	14
	6.10 Alternative Transport Options	15
	6.11 Car parking	16
7	Transport services booking Procedure	16
8	Partnership working	17
9	Transport Services Environmental Strategy	17
	9.1 Monitoring and auditing	17
	9.2 Vehicle acquisition	18
	9.3 Car parking	19
10	Quality assurance	19
	10.1 Patient Transport	19
	10.2 General Transport	19
	10.3 Stores delivery	19
	10.4 Trust Vehicles	20
	10.5 Drivers	20
	10.6 Complaints	20
	10.7 Health and Safety	20
11	Dissemination, storage and archiving	20
12	Training and other resource implications for this policy	20
	12.1 Driver registration and Authorisation process	20
	12.2 Resource implications	20

13	Audit, monitoring and review	21
14	Implementation plan	22
15	Links to other policies, standards and legislation	22
16	Contact details	22
17	References	23
Appendix		
	Appendix 1 - Driver registration Form	24
	Appendix 2 - Driver Health Check Form	25
	Appendix 3	26
	Appendix 4 - Example Vehicle Daily Check sheet	27
	Appendix 5 – Patient Transport booking form	28
	Supplementary Sections:	
	Section A – Equality impact assessment form	29
	Section B – Human rights act assessment checklist	32
	Section C – Development and consultation process	34

1. Introduction

Whether employers provide vehicles or expect employees to drive their own for work purposes, all employers should have an organisational policy to manage transport services. "It has been estimated that between 800 and 1,000 road deaths a year are in some way work-related. Many organisations have ignored this problem in the past, but the Health and Safety Executive has now made it clear that employers have duties under health and safety law to manage the risks faced by their workers on the road." (Roger Bibbings, Occupational Safety Adviser, Royal Society for the Prevention of Accidents)

More than a quarter of all road traffic incidents may involve somebody who is driving as part of their work at the time (Department for Transport figures)¹.

Risks associated with travelling by road are increasing and as part of the Trusts 'Duty of Care' we must put measures in place to address the risks that moving staff, clients and supplies by road present.

The Trust will adopt a philosophy that, irrespective of blame, all road accidents are preventable and all risk can be significantly reduced or contained. Consequently a target of zero accident involvement will be aimed for.

A high proportion of Staff (approx. 1200 (Payroll Travel and Subsistence Analysis 2014/15)) within the Trust are designated as vehicle users for work purposes. In line with the general principles of Health & Safety (see Trust Health & Safety Policy) designated vehicle users need to take responsibility for their own safety and for the safety of others who may be affected by their actions. Therefore Staff who are required to drive on behalf of the Trust must do so at all times, in a manner that is safe, responsible and with due care for themselves and any other persons who may be affected by their activities.

All NHS Trusts are required to develop travel plans and policies which aim to reduce their carbon footprints and make sustainability a priority. Nothing within this policy should deter Staff and Services from developing solutions that contribute to reducing carbon emissions by reducing the need to travel while at work. Transport Services will as they develop services and renew Vehicles, commit to providing the most efficient and effective services possible while actively working towards environmentally sustainable methods of providing Transport Services.

This policy is operational within normal working practices and encompasses the Health and Safety Executives (HSE) concept of reasonably practicable². Should any situation arise, be it emergency or extraordinary, in which an employee is required to drive without prior authorisation, common sense should prevail and this policy should not limit the appropriate action to be taken according to the circumstances.

2. Scope of this policy

This is a Trust-wide policy and also applies to all other agencies covered by agreements with the Trust.

Any 'guidance notes' and other Criteria that are attached or referred to in this policy will support good practice and the principles set out for the safe and efficient Provision of Transport within the Trust. Attached guidance notes and documents can be modified to meet the operational needs of each individual Service however; these changes must be ratified at directorate level and stay within the framework of the Policy.

3. Definitions

Client - any service user, patient,

Trust Fleet Vehicle – Any vehicle owned, leased or hired by the Trust for use solely within the Trust in discharging its commitments

Grey Fleet – Private vehicles that are owned by staff or on a private lease agreement, and who are authorised to drive these vehicles on Trust business.

Lease Vehicle – Vehicles leased through the Trust for individual use by the staff member. They are for use within the Trust on Trust business but the drivers also have authorisation and contribute to the Trust scheme, for private use outside Trust business.

Guidance Notes – Notes that are approved documents as defined within in the Trust that are to support the Policy and provide information. They give details of protocols and agreements and may be adapted so that they are pertinent to each individual service or directorate.

Driver Registration – Anyone who drives a Trust Fleet vehicle shall be registered to drive by the Trust. The driver register will be held and administered by SHSC Transport Services. Staff who drive their own vehicle (Grey Fleet (including a vehicle leased to them under a private agreement)) on Trust Business, may also be included on the Trust Driver Register

Driver Authorisation – Anyone who drives whilst at work and on behalf of the Trust (this includes Grey Fleet) must be authorised to do so by their line manager.

Driver Education Programme (DEP) - All drivers who are registered to drive on behalf of the Trust will be part of the driver education programme.

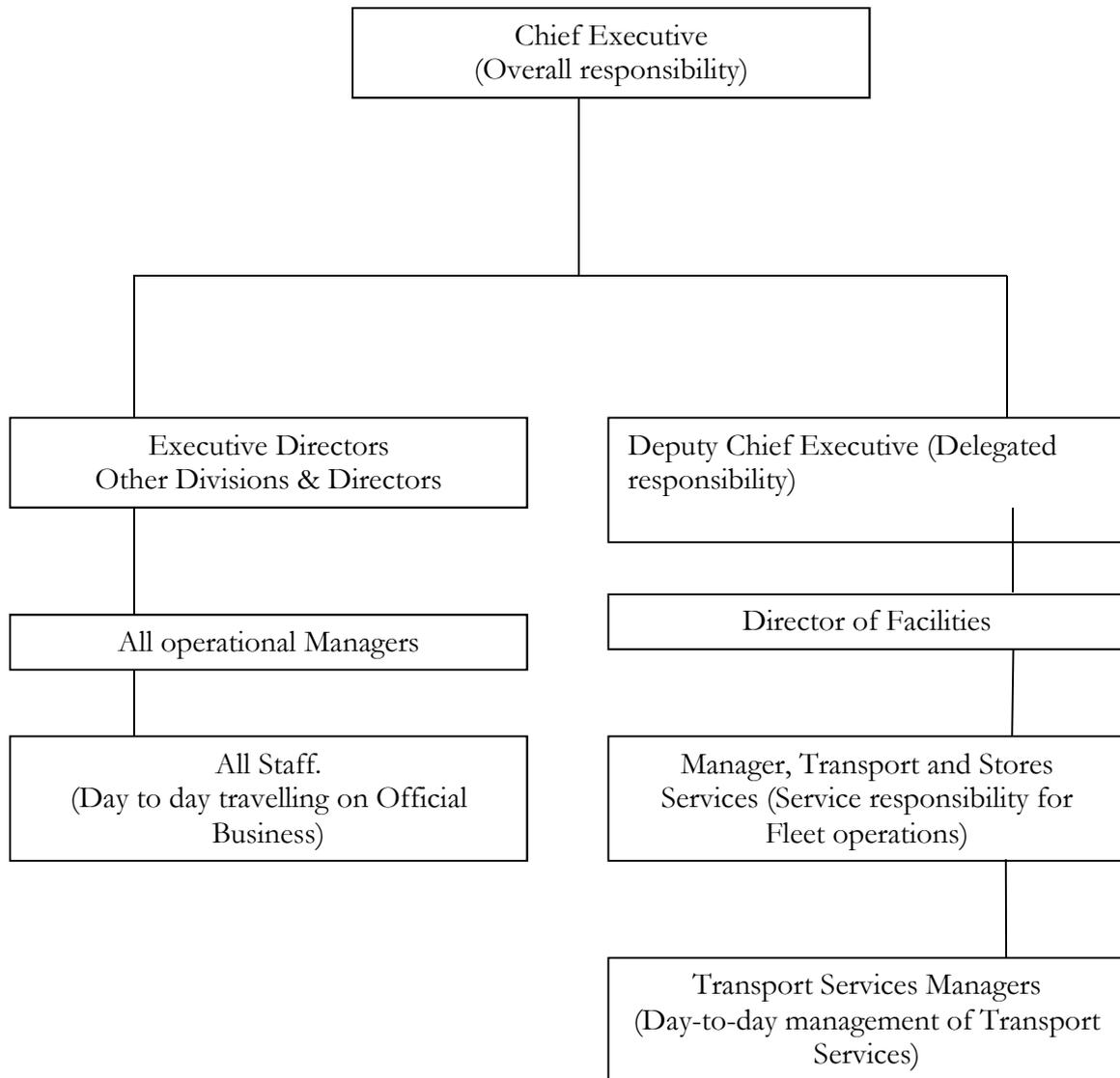
4. Purpose of this policy

The purpose of this policy is to ensure all staff that drive on behalf of the Trust, whether using a fleet vehicle, lease vehicle, or grey fleet vehicle (private vehicle including motorcycles and bicycles), are aware that both the Trust and the driver/rider must comply with road traffic legislation which is managed by the Government through appropriate bodies such as the Department for Transport (DfT) and within the appropriate Health and Safety Legislation³.

Road Traffic legislation is set out by the Government and information is available on the Government web site <https://www.gov.uk/> . The Department for Transport (DfT) covers aspects as diverse as requirements for vehicles to be regularly examined for road worthiness, driver documentation and insurance through to the application of speed limits. The Police, the Driver & Vehicle Licensing Agency (DVLA) and the Vehicle and Operator Services Agency (VOSA) take the lead on the enforcement of this legislation. It is the responsibility of all Trust employees to ensure that all aspects of their work are carried out in such a way that all risks are identified, and that action is taken to minimise these risks.

5. Duties

The following table gives an overview of the roles and responsibilities of staff for the management of Transport issues within the Trust:-



5.1 Duties defined

The Trust's Chief Executive is ultimately responsible for ensuring that Transport risks are being effectively managed within the Trust.

The Director of Facilities on behalf of the Deputy Chief Executive, will ensure that adequate policies and procedures are in place to manage transport risks contained in the scope of this policy.

All staff have a duty to comply with the procedures set out in this document and should report to their line manager any observed failure, or potential weakness.

The Service Managers, Heads of Departments and all Operational Managers are responsible for ensuring that all staff within the areas of their responsibility, that are involved in using their own or fleet vehicles, in the course of Trust business comply with this policy and have the necessary insurance documentation and driving licence requirements.

Line Managers are responsible for authorising Staff to drive on behalf of the Trust and they must ensure that prior to authorising staff to drive that staff have;

- Have had their licence checked by their current line manager in the last 12 months (for guidance see Section 17.10 <https://www.gov.uk/government/publications/how-to-share-your-driving-licence-information>)
- A record of this check is kept
- Have an appropriate risk assessment in place relating to the journey they are undertaking especially if it includes transporting Clients

Staff driving on Trust business are responsible for their own and others safety on the road.

- They must drive safely and comply with Road Traffic Legislation and The Highway Code at all times.
- They must also ensure that they use vehicles correctly and will be personally responsible for any breach of Road Traffic Legislation or damage caused to vehicles by misuse - including inappropriate re-fuelling of vehicles.
- If using their own (Grey Fleet) vehicles they are also responsible for holding suitable insurance taking business use into account

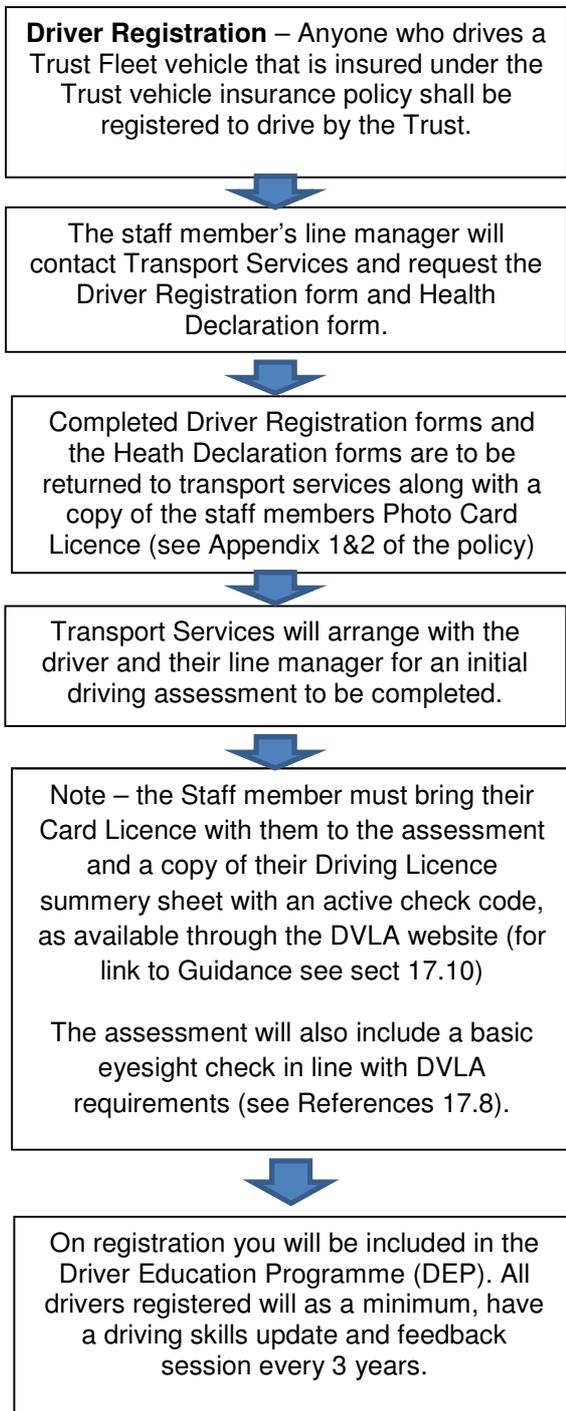
Staff that are required to Drive Trust Fleet vehicles must also;

- Be registered as Drivers with Transport Services
- Have undertaken an initial driving assessment and feedback session as part of the Driver Education programme

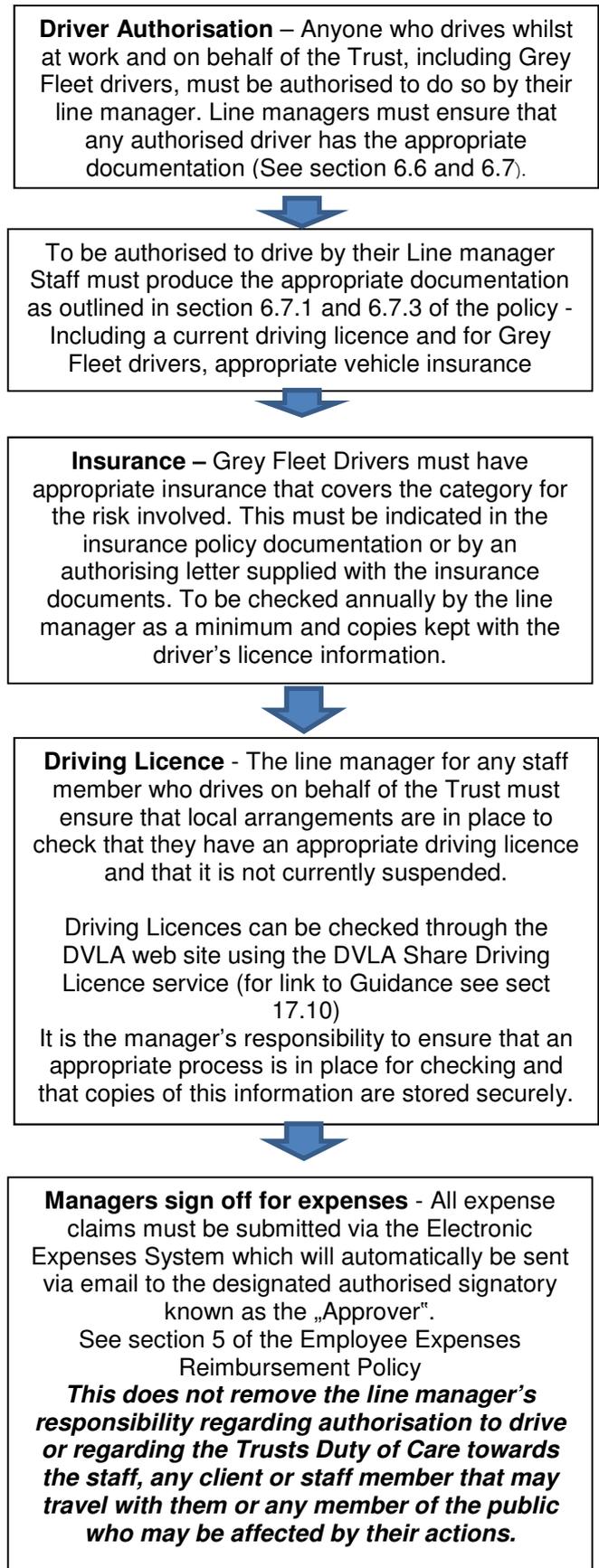
6. Specific details

6.1 Flow Charts for the Driver Registration and Authorisation Process (Please refer to section 6.4, 6.7 and 6.8 of this policy for more details)

Driver Registration



Driver Authorisation



6.2 Duties and Responsibilities of Drivers – Fleet Vehicles,

This section is primarily applicable to staff driving Trust Vehicles but it is also relevant in parts, to other Trust staff who drive on behalf of the Trust and who carry Clients

- Regular drivers of Trust Fleet vehicles must be Authorised by their line manager and be employed to drive as part of their normal duties (Inc. Transport Services staff),
- Ad hoc drivers of Trust Fleet vehicles must have specific authorisation from their department/line manager to drive for that occasion.
- All such staff who drive a Trust Fleet vehicle will have to undergo a driving assessment prior to them being added to the Trust Driver Register and will subsequently be included in the Driver Education Programme (DEP).

It is expressly forbidden for any person other than staff who are on the Trust Driver Register and who are Authorised by their line manager, to drive Trust Fleet vehicles.

- All Trust Fleet drivers must have maintained a full, clean driving licence over a sustained period of time which is valid for the classes of vehicles to be driven.
- The licence will initially be checked as part of the driver registration and authorisation process to allow them to drive a Trust vehicle and 12 monthly thereafter by their line manager as part of on-going Driver Authorisation.
- If any person driving on behalf of the Trust receives any penalty points between licence checks then these must be immediately reported to their line manager and to the Transport Services Department.
- Registered and Authorised drivers who receive more than one endorsement shall have their Driver Registration reviewed by their Line Manager and the Transport Manager, and their authorisation to Drive may be revoked or suspended.
- The Trust Driver Register with the names of Staff who are registered to drive Trust vehicle, will be held centrally by Transport Services. No member of staff will be permitted to drive a Trust Fleet vehicle unless their name is on the register and they have been authorised by their line manager.
- Managers responsible for the operation of dedicated Fleet vehicles will ensure their authorised drivers carry out and record daily routine checks and maintenance checks on the vehicles. (For an example Vehicle daily check sheet, see appendix 4.)
- When not in use Fleet vehicles should be parked in a secure area with the appropriate security and safety measures in place (e.g. locked and alarm set). Vehicle keys should be kept safe, accessible only by authorised members of staff. Keys must never be taken home or left in the ignition with the vehicle unattended.
- In the event of an incident including theft or if the vehicle is in any way damaged regardless of the reason, an immediate verbal report must be made to the staff members Line Manager and to Transport Services, A Trust Incident form must be completed within 24-hours of the incident, as defined in the Trust's Incident Management Policy and Procedure.

- A Vehicle Insurance Accident form, (available from the Transport Office), should also be completed in cases where an insurance claim may be required, and returned to Transport Services.
- **No unauthorised passengers may travel on any Trust vehicle.** Passengers who are not on Trust business or in receipt of Trust care may not be covered by the vehicle insurance in the event of an accident.
- Trust Fleet vehicles are not insured for Private use therefore can only be used on authorised Trust business.
- Authorisation for a Staff member to take a Trust vehicle home can only be given by a Senior Manager. This can only be done with prior arrangement as with 'On call' estates staff or in exceptional circumstances such as predicted adverse weather conditions and as part of the Trust Adverse Weather Protocol.
- Drivers must ensure their journey is properly planned, in terms of street / route maps, fuel card, mobile phone, etc.
- **Smoking is not permitted in any Trust fleet vehicle at any time** (this includes the use of e-cigarettes).
- Drivers who carry passengers in wheelchairs must have received instructions in loading / unloading, including the use of ramps and wheelchair clamping, etc. It is the responsibility of line managers to ensure that staff have had the appropriate instruction.
- Drivers must ensure that any safety equipment provided for use with the vehicle is available and fit for use and purpose.
- Transport Services Drivers will wear Trust ID badges and the appropriate uniform to the designation of their normal duties, so that they are recognisable.

6.3 Duties and Responsibilities of Drivers - General .

This section applies to all staff that drive on behalf of the Trust inclusive of Trust Fleet, Grey Fleet and Lease vehicle drivers.

- **Drivers must not drink alcohol, nor be under the influence of previous drinking on the day they intend to drive. Staff should not attend work smelling of alcohol. Neither should they be under the influence of illegal drugs or other substances which may impair their driving. If anyone contravenes these standards they will be subject to disciplinary proceedings in accordance with the Trust Disciplinary Procedures (see Alcohol & Substance Misuse Policy).**
- If any driver suffers from, or is diagnosed with a medical conditions where there are is a legal requirement to inform the DVLA, then they must inform their line manager as well as informing the DVLA. Line managers are to follow guidance issued by DVLA and if there is any doubt should consult Occupational Health for advice.
- **The Trust will not be responsible for any fine or fixed penalty incurred by any driver as a result of a traffic violation.** (Please note. this includes any parking fines irrespective of if its incurred parking on the highway or in off street parking.)

- Drivers must drive in a safe and lawful manner at all times, observing any speed limits, one-way systems, pedestrian crossings etc., in accordance with the Highway Code and current traffic legislation
- **Seatbelts** - Please take note that according to the Motor Vehicles Regulations 6. You must wear a seat belt if one is fitted in the seat you're using - there are only a very few exceptions under these regulations and none that apply to Transport Services normal operational duties.
Trust Policy on this is - Seat belts are to be worn in all vehicles by Drivers and Passengers and that includes all Trust employees and services users.
- Drivers must ensure that any safety equipment provided on the vehicle is available and fit for use and purpose.
- **Using mobile phones when driving:**
It is illegal to drive using hand-held phones or similar devices. The rules are the same if you're stopped at traffic lights or queuing in traffic. Drivers Mobile Phones should be switched to receive voice mail and Text messaging only whilst the vehicle is being driven. Drivers must not view or send text messages whilst driving.

6.4 Driver Registration and Authorisation.

Driver Registration – Anyone who drives a Trust Fleet vehicle shall be registered to drive by the Trust. The driver register will be held and administered by SHSC Transport Services. Staff, who drive their own vehicle (Grey Fleet (including a vehicle leased to them under a private agreement) on Trust Business, may also be included on the Trust Driver Register.

Driver Authorisation – **Anyone who drives whilst at work and on behalf of the Trust, including Grey Fleet drivers, must be authorised to do so by their line manager.** Line managers must ensure that any authorised driver has the appropriate documentation (See section 6.4 .2, 6.7 and 6.8).

See appendix 1&2 for driver registration form and driver health check questionnaire.

6.4.1 Driver registration process.

- The staff member's line manager shall contact Transport Services to start the registration process.
- The driver will fill in a Driver Registration application and a Health Declaration form and submit to transport services along with a copy of the Photo Card Licence (see Appendix 1&2 of the policy)
- Transport Services will arrange with the driver and their line manager for an initial driving assessment to be completed. The Staff member must bring their Card Licence with them to the assessment and a copy of their Driving Licence summary sheet with an active check code, as available through the DVLA website (for link to Guidance see sect 17.10 and see appendix 3)
- The assessment will also include a basic eyesight check in line with DVLA requirements (see References 17.8).
- On registration as a Fleet Driver they will be included in the Driver Education Programme (DEP)
- All drivers registered on the DEP will as a minimum, have a driving skills update and feedback session every 3 years. This is to provide the opportunity for drivers to update and improve their driving skills and to provide assurances to the Trust regarding driver standards.

6.4.2 Driver Authorisation

In addition to the Driver Registration process any staff member who is to drive on behalf of the Trust must be authorised by their Line Manager. Line managers must ensure that local arrangements are in place to check drivers have an appropriate/current driving licence that is in date and that it is not currently suspended (for link to guidance on checking driver licenses see sect 17.10 and appendix 3). It is their Line Manager's responsibility to ensure that appropriate copies of this information are stored securely. Advice regarding any issues arising from these licence checks is available by contacting Transport Services.

6.5 Trust Fleet –

Any vehicle owned, leased or hired by the Trust for use solely within the Trust in discharging its commitments.

The Trust fleet is split into various operational groups including

- Transport Services
 - Patent Transport
 - General Transport (Round Robin)
 - Stores Delivery
 - Caretaker Services
 - Pharmacy deliveries
- Sheffield Community Equipment Lone Services (SCELS)
- Resource Centre Transport
- Estates
 - Gardeners
 - Craftspeople
- Direct allocation (supplied for use by a specific service)

Individual operational groups are responsible for ensuring all vehicles within their group are serviced and maintained to the appropriate standard. Arrangements for service and maintenance can be arranged locally by each group or centrally by agreement with Transport Services.

- The safety and security of these vehicles is the direct responsibility of the group they are deployed to. In addition each group is responsible for their safe operation within their designated activities.
- It should be noted that hired / lease vehicles for the purpose of Trust business will be deemed to be Trust fleet vehicles and will be appropriately insured under the Trust insurance policy therefore this policy will be applied to them.
- Any service manager hiring or leasing a vehicle for use within the Trust must inform Transport Services to make sure it is registered and insured under the Trust Vehicle insurance policy.

6.6 Lease cars – For Staff use

The Trust lease car scheme runs in conjunction with Sheffield Teaching Hospitals (STH) and is available to Staff who meet the criteria set by STH. The criteria meet the principles as set out in the NHS Agenda for Change Handbook Section 17 Mileage allowances, Lease Cars 7.

You MAY BE entitled to a lease car if you fall into either one of the following 3 categories.

- Cover 1250 business miles per annum and use your car at least 3 days a week or 50% of your working time on business use. (you must achieve the mileage and days/time percentage)
- Cover 1000 business miles per annum and use your car at least 4 days per week on business use. (you must achieve the mileage and days)
- Cover 3500 business miles per annum (no minimum days/time required)

The maximum allowance towards the business use of a lease car is based on the amount you would have been reimbursed for using your own car for work. If you choose a car which in terms of leasing is above this amount for the business use then you will pay the difference as well as the private use.

Staff can apply through their manager, subject to meeting the criteria. For details contact, Sheffield Teaching Hospitals Victoria Pay Services, Fleet Finance Dept. Phone 01142266183

Staff who take a lease car must produce their driving licence for checking annually to comply with the requirements of the insurance company and will be required to attend some form of driver awareness training. While it is not mandatory at this point, all Trust lease car drivers are encouraged to register as a Trust driver and take part in the driver education programme (DEP)

6.7 Grey Fleet - *Use of Staff Owned or privately (Non NHS) Leased Cars.*

Staff may be authorised to use their own or a privately leased vehicles to travel on Trust business and that may also include conveying colleagues and/or clients. Therefore it is necessary for Trust to gain assurances regarding the vehicle and driver safety and suitability. In addition the Trust in discharging its duty of care has a requirement to provide assurances that any staff member who is driving on behalf of the Trust;

- Has the appropriate licence and insurance
- Is competent to carry out such duties as are required.

With the current vehicle registration system and Vehicle and Operator Services Agency (VOSA) it is accepted that the provision of valid insurance will cover the majority of issues regarding vehicles roadworthiness and that it is taxed and tested appropriately.

To be authorised to drive by their Line manager Staff must produce the appropriate documentation as outlined in section 6.8.1 and 6.8.3

Further assurances as to the competence and suitability of staff to drive on behalf of the Trust can be gain through the provision of Driver Assessments and Road Awareness training, both available through the Trust driver education programme (DEP) administered by Transport Services.

6.8 Grey Fleet Documentation

6.8.1 Insurance

The line manager of any staff member who drives on behalf of the Trust must ensure that local arrangements are in place to check that the staff member has appropriate insurance cover (see section 17.9 references) and that the insurance provided, covers the risk involved. This information must be either indicated in the insurance policy documentation or by an

authorising letter supplied with the insurance documents. Copies of this should be kept with the drivers licence information.

6.8.2 Work equipment

It is recommended that all staff who may be asked to convey 'work equipment' in either their own or a privately leased car should also provide the appropriate insurance documentation that covers this risk. If insurance cover for 'work equipment' cannot be included then any claims for loss and damage must follow the Trust policy on Claims.

6.8.3 Driving Licence

The line manager of any staff member who drives on behalf of the Trust must ensure that local arrangements are in place to check that the staff member has an appropriate current driving licence and that it is not currently suspended (for link to guidance on checking driver licenses see sect 17.10 and appendix 3). Staff must as a minimum, produce their current card licence annually and additional information to allow for appropriately checks to be made. It is the manager's responsibility to ensure that this information are stored securely.

6.8.4 Grey Fleet Driver registration

While it is not mandatory at this point, all Grey Fleet Drivers are encouraged to register as a Trust driver and take part in the driver education programme (DEP). This is especially important if Grey fleet drivers are to be authorised to give lifts to staff and or clients.

6.8.5 Grey Fleet Authorisation - re expenses

All expense claims must be submitted via the Electronic Expenses System which will automatically be sent via email to the designated authorised signatory known as the „Approver“. See section 5 of the Employee Expenses Reimbursement Policy

This does not remove the line manager's responsibility regarding authorisation to drive or regarding the Trusts Duty of Care towards the staff, any client or staff member that may travel with them or any member of the public who may be affected by their actions

The electronic Expenses system can be accessed via <http://www.sel-expenses.com>

6.9 Patient Transport

All Patient Transport journeys should be assessed using the Trust Policy 'Eligibility Criteria for NHS Funded Patient Transport'.

6.9.1 Patient Transport - Trust Internal

Staff will be responsible for the transfer and care of patients in their charge between their home, day care, clinics and other care services across Sheffield. As part of their duties they are responsible for;

- Providing safe patient transport, either as a driver or escort.
- Providing care for patients between their home and care services, liaising closely with care service staff.
- Maintaining the privacy, dignity and confidentiality of patients at all times.
- Carrying out daily, vehicle safety checks and report defects, damage to vehicles or equipment in order to maintain a safe environment for the transfer of patients.
- Ensuring that the vehicle is maintained in a clean and orderly manner internally and externally in line with operational expectations.
- To contribute to the professional delivery of the service, carry out duties in a reliable, professional manner, and actively contributing to an improving service.

6.9.2 Patient Transport - Grey Fleet

In addition to section 6.8.5, Grey fleet drivers who claim expenses for carrying other staff or clients must ensure that;

- The insurance on the car registration shown on the claim form provides cover whilst it is being used on official business including full 3rd party cover against risk of injury to, or the death of passengers and damage to property.
- That the policy was in force at the time that the journey was undertaken.
- The vehicle stated is maintained and is roadworthy at all times while carrying out official business travel. The vehicle has a current MOT certificate where it is appropriate to do so.
- The Driver holds a full and valid licence to drive the vehicle stated in the UK.
- All appropriate up to date documents have been provided to their line manager.

6.9.3 Patient Transport - All staff

All Staff who may be asked to convey clients in their own car should establish with their insurance company that the insurance provided covers this risk and ensure that this is either indicated in the policy documentation or that a letter authorising such use is kept with the insurance documents. (See section 17.9 reference)

6.9.4 Patient Transport - Line managers

Line Managers, who authorise staff to carry clients in their own or a privately leased vehicle, also accept responsibility for ensuring that appropriate arrangements are in place to check that:

- The staff member has provided the appropriate documentation relating to licence and insurance for carrying clients.
- The documentation is checked and verified at intervals no more than every 12 months
- An appropriate risk assessment is completed prior to the journey and includes an assessment of the individual, the journey and the vehicle.

6.10 Alternative Transport Options.

The Trust has arrangements in place to support alternative transport initiatives including

- Cycle to work schemes
 - The Trust provides a salary sacrifice scheme for purchasing cycles through the Trust at a discounted rate.
 - Employees who use pedal cycles to make journeys in the performance of their duties will be reimbursed for eligible miles travelled at the approved rate
- Public Transport
 - If an employee uses public transport for business purposes, the cost of these fares including standard rail fares should be reimbursed. Staff are able to reclaim the cost of using public transport for travel between sites.

6.11 Car parking

The Trust is one of a very few NHS organisations that currently does not charge for parking for its employees. Where free parking is provided staff are expected to use it appropriately and only during working hours.

6,11.1 Staff are expected to;

- Park within the designated parking bays
- Not to park within restricted areas such as unloading bays, Disabled parking bays and designated parking bays.

- Not to block exits and entrances so to restrict access for emergency vehicles
- Ensure their vehicles are safe and secure and will not roll into other vehicles
- Drive slowly and considerately within the car park paying careful attention to pedestrians and other car park users.
- Only use the car parks while at work and on work related issues.
- Any issues regarding Car parking should be raised with the site building manager or reported via the Trust Facilities Hot line.

6.11.2 Staff do not have a right to free parking while at work nor is the Trust obliged to provide car parking for staff unless there is an assessed requirement or they have a registered disability. At certain sites local protocols have or may be, introduced by the Trust to manage the use of limited on-site parking based on service delivery requirements

7. Transport services internal transport booking procedure

Transport Services are working towards a single point Transport booking process under the heading '**Front desk**' for all SHSC Transport services (please note this excludes the transport provided by Memory Services who have their own system and booking process and for the booking of external Taxis for those services with a Taxi account).

Requests for any internal transport by a Trust services / unit during normal working hours should be directed through the 'Front desk' and should be confirmed by the person requesting the transport via a confirmation email, contact details are as follows:

Phone	-	01142261703
Fax	-	01142 261704
Email	-	transport.services@shsc.nhs.uk
	-	shsc.transport@nhs.net

As much notice as possible should be given when booking transport, however short notice work can be accommodated subject to resources being available.

For Patient transport requests there is a patient transport booking form available (see appendix 5) that can be sent out via email to assist in ensuring we get the appropriate information when booking Patient Transport. This is especially important regarding mobility issues and for access and egress to buildings where mobility we will need to use the Stair climber.

All requests for patient transport must be assessed using the Trust Policy 'Eligibility Criteria for NHS Funded Patient Transport' prior to any transport being booked. Confirmation of this assessment will be required at the time of booking.

Initial contact requesting availability can be done via the same route of Phone, Fax or email.

Transport Services includes the following provisions;

- Patient Transport – (for a Patient Transport Booking form see Appendix 5)
 - Specialist Services Ad-Hoc
 - Memory Services
 - Amber Lodge SCH specialist transport
- General Transport
 - Round Robin Post
 - Medical records
 - Confidential records (Blue/Red-Bag)

- Signed for document courier services
- CSU/CCG delivery service
- Ad-Hoc delivery services
- Pharmacy deliveries
- Caretaker Services
 - Fulwood locking/unlocking
 - Woodland View transfer of dry goods and food contract
 - Laundry collection and delivery
 - SCH Caretaker services contract
 - Ad-Hoc caretaker services
 - Small office moves
- Stores Delivery (All Stores delivery services work on scheduled delivery days)
 - SHSC supply chain delivery
 - SHSC Non stock deliveries
 - SCH satellite sites contract
- Shared Services
 - Driver Training
 - Vehicle Management Services
 - Fleet Management services

8. Partnership Working

Wherever possible, partnerships with other providers are sought to eliminate unnecessary duplication of journeys in and around Sheffield. Services that are provided internally for the Trust can be made available to external NHS organisations where it is mutually beneficial to both organisations and meets an identified need.

Any services provide to external partner organisation will be contract based and the charge made will not only be sufficient to recover costs but also to will include an element of income generation.

9. Transport Services Environmental Strategy

The Strategy outlines the main actions Transport Services is taking / intends to take, to minimise the effects of the transport services it provides has on the environment.

9.1 Monitoring / Auditing

The Trust has/will use dedicated software packages and new technologies including vehicle based tracking and the central monitoring of a number of factors: These include

- Fuel Consumption
- Route planning
- Maintenance Costs
- Mileage
- Servicing Schedules
- Safety Inspection Schedules
- Lease Costs
- Purchase Costs
- Repair Costs
- Disposal - costs/income

The various software and technologies used enables identification of costs per vehicle, either by category or overall running costs, which identifies the economic viability of the vehicle and simplifies the replacement programme allowing for targeting of actions / resources.

By the comparison of vehicles doing similar duties using the vehicle tracking system, routes and driver behaviour patterns can be monitored and targeted for review to identify changes or additional training that may be required.

It is the intention of the service to fit tracking systems to all Trust Fleet vehicles. Other services that operate Fleet vehicles that are tracked can be given access to the live tracking system so they can proactively monitor and manage their vehicles. Access to the system is by purchasing an internal access licence from Transport services. This is a web based system so tracking can be accessed from any suitable PC or Lap Top that can connect to the internet, subject to having the appropriate authorisation and codes.

The Driver Education Programme (DEP) not only focuses on accident reduction and safe driving but also includes a practical assessment of driving skills that include economical driving techniques. Educating drivers in this way not only improves safety but reduces wear and tear on the vehicles and promotes a more economical driving style.

Regular reviews of services and the vehicles deployed are carried out to ensure that vehicles are 'fit for purpose' and to maximise usage by preventing resources being stood idle.

9.2 Vehicle acquisition.

Trust will ensure that decisions regarding obtaining / replacing vehicles are based on an assessment of whole of life costs and environmental impact. High priority is given to purchasing / leasing the most energy efficient / environmentally friendly specification models available, (whilst ensuring value for money).

All Trust Vehicles will be procured in such ways that meet Trust procurement rules and provide the best value for money.

The decision of what vehicle to select will include;

- Service to be used on
- Acquisition - Full Lease/Lease Hire arrangement/Direct purchase.
- Length of expected services use
- Cost of acquisition
- Flexibility
- Modification for service use such as adapted for wheelchairs etc.
- Environmental considerations
- Emissions
- Accessibility to sites in and around Sheffield
- Type of fuel - Petrol/diesel/LPG/electric/hybrid
- Engine efficiency (MPG)
- Vehicle running cost – servicing frequency, Maintenance/spare parts cost and availability, warranty and Insurance costs
- Resale value
- Disposal route

Transport services will actively monitor developments in alternative technologies especially regarding Fuel. Periodically and as such opportunities arise, Transport services will test /pilot

these new Transport related technologies to assess their impact and practical application with our Trust.

9.3 Car Parking - planning

As pressure increases from Central Government to tackle traffic congestion, pollution and noise, local planners are more likely to encourage Green Transport Plans (GTP's) under the 'Section 106 Agreement' of the planning regulations. This means that organisations will be asked to demonstrate with a GTP how they will minimise the potential traffic impact of a development. Therefore, the Trust needs to be able to respond to possible local authority restrictions on new developments by including demonstrable Green Transport considerations within their planning.

10. Quality Assurance

General Information

10.1 Patient Transport –

- Services will be responsible for the safe, timely and comfortable transportation of clients and escorts between their places of pick-up and set down.
- On return home will ensure that the client is left safe and well.
- The level of support any clients require will be decided in consultation with the services requesting the transport.
- Note - All Patient transport movement within SHSC will be subject to the application of the Trust eligibility criteria.

10.2 General Transport

Services will be responsible for the safe and timely collection and delivery of goods and services

- All Items submitted for collection and delivery must clearly display the recipient's name, ward/unit, Services and Site to avoid any confusion and delay in delivery.
- Items that have a high value and or Cash must not be sent via the round robin internal post system
- High Value items, confidential documents or items that need signing for on collection and delivery, can be collected and delivered via our internal courier services. An internal service is available by contacting Transport Services.
- Mail shots and Bulk deliveries are to be arranged separately by contacting Transport Services and should not be sent via internal post/mail services

10.3 Stores deliveries

- Will be on scheduled delivery days set by negotiation with supplies and procurement
- Arrangements for return items must be made through Supplies & Procurement and be accompanied by the appropriate paperwork.

10.4 Trust Vehicles

All Trust Vehicles will be kept in a clean and hygienic condition, Patient Transport vehicles being cleaned internally and externally at least weekly in order to comply with the guidelines set out in the Trust's Infection Control Policy

10.5 Drivers

- Drivers will be courteous at all times, and assist wherever possible.
- Drivers will wear ID badges and uniform in the normal course of their duties.

10.6 Complaints

Any person wishing to make a complaint about Transport Services should be informed of the Trust's Complaints and Procedures and be encouraged to use them.

10.7 Health and Safety

Transport Services will ensure that as far as is reasonably practicable all duties will be carried out in accordance with the Trust procedures and protocols which seek to ensure the health and safety of its staff and clients and anyone else who comes into contact with our activities.

11. Dissemination, storage and archiving

This policy will be posted on the Trust intranet and is available to all employees

All relevant employees will be informed of the revised policy. In addition Clinical, Service and Support Directors will be instructed to ensure that all teams and areas are made aware of this new policy and how to apply it as part of the implementation.

The policy will be stored and archived within Transport Services.

12. Training and other resource implications for this policy

12.1 By the end of 2015/16 financial year all staff who are required to drive a Trust Fleet vehicle must be registered as a Trust driver to allow them to be covered by the Trust insurance policy when driving Trust Fleet Vehicles.

The inclusion of the Driver Registration and Authorisation process within the policy starts the process of making the registration and authorisation of staff that drive Trust fleet vehicles Mandatory. To comply with the registration process staff will have to undertake a driver assessment and feedback session as part of the Driver Education Programme (DEP)

Transport services will administer the Driver Registration Process and the Driver Education Programme (DEP)

12.2 Resource implications

12.2.1 Transport Services.

- Transport services will provide two driver assessors(1 male and 1 female) trained to an appropriate level and with sufficient knowledge and experience to be able to undertake the driver assessments and feedback
- The Trust will provide such resources as are necessary to support the Driver Registration programme and the Driver Education Programme.
- Funding required to maintain the driver assessors on-going competency and the for the administration of the Driver registration programme will be partly recovered by a recharge per driver assessment and feedback session. The charge initially £30* per driver assessed, will be payable to Transport services from the registered drivers service/directorate.

- This charge will be reviewed periodically and may be revised.

12.2.2 Trust registered Drivers.

All services with staff who are authorised Drivers under the driver registration programme must also ensure there are appropriate arrangements and resources available to undertake and record annual licence checks.

12.2.3 Grey Fleet Drivers

Grey Fleet Drivers will be encouraged to undertake the initial driver assessment and registration especially if they transport clients in their vehicle.

Managers of Grey fleet drivers must ensure that sufficient resources are made available to ensure that driver licence and insurance documents are checked on an annual basis. Also that any information held regarding driving licences etc. checks are kept securely along with the appropriate risk assessments.

The Driver Register and the Driver Education Programme if fully implemented will provide additional savings on the overall cost of the Trust Vehicle insurance policy as well as provide internal and external assurances regarding driver competency. The previous education programme was only available to Transport staff but even this has allowed us to manage and maintain the cost of Vehicle insurance to the Trust at a constant level for the past several years.

13. Audit, monitoring and review

The policy implementation will be review alongside the introduction of the Driver Registration programme. Auditing and Monitoring will also be part of the Trust Driver Registration and Authorisation policy

The Driver register is to be monitored and audited annually.

This policy should be reviewed at the end of 2015/16 financial year and amended to make Driver registration for staff that drive Trust 'Fleet' vehicles mandatory from the start of the 2016/17 financial year..

14. Implementation plan

Outline policy implementation plan will consider the following:

- Policy to be posted and made available on the Trust Intranet
- All Services who use Trust Fleet vehicles will be contacted and the policy will also be disseminated directly to these services.
- The Trust Driver training programme has been operational since the start of the 2014/15 financial year and is administered through Transport Services.
- Transport already has two trained driver assessors available.
- Admin services will be provided through the new 'Front Desk' role developed to support the changes to the booking process for all transport services. See section -- Transport Booking Procedure

- Implementation will be through Transport services Management team
- Audit will be internal to the services and monitoring will be through the Facilities Directorate structure.

15. Links to Other Policies

- Trust's Incident Management Policy and Procedure
- Travel expense's claim form
- Information of claiming expense's for passengers in Staff cars
- Trust Adverse Weather Plan.
- Alcohol & Substance Misuse Policy
- Claims Policy
- Eligibility Criteria for NHS Funded Patient Transport.

16. Contact details

The document should give names, job titles and contact details for any staff who may need to be contacted in the course of using the policy (sample table layout below).

Name	Title	Phone	Email
David Emblen	Manager - Transport and Stores Services	Direct Line - 01142 261706	David.emblen@shsc.nhs.uk
Paul Nicholson (Transport)	Patient Transport Manager	Direct Line – 01142 261701	Paul.Nicholson2@shsc.nhs.uk
Andrew Pigott	General Transport Manager	Direct Line - 01142 261703	Andrew.Pigott@shsc.nhs.uk

17. References

- 17.1. Reported casualties in accidents by journey purpose and casualty type (Department for Transport statistics, updated annually):
http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/239770/ras30037.xls
- 17.2. Health and Safety at Work etc. Act 1974, Sections 2 and 3 for employers, Section 3 for self-employed and section 7 for employees.
- 17.3. <https://www.gov.uk/government/organisations/department-for-transport>
- 17.4. <https://emaildvla.direct.gov.uk/emaildvla/cegemail/dvla/en/index.html>
- 17.5. The Trust Cycle to Work Scheme - For further information please go to www.benefitsbrochure.com or call Connected Benefits on 01252 784540.

- 17.6. Motor Vehicles (Wearing of Seat Belts) Regulations 1993 that came into force on the 2nd February 1993.
- 17.7. NHS Agenda or Change – NHS Terms and Conditions of Service Handbook Section 17 – Mileage Allowances - Lease Cars
- 17.8. <https://www.gov.uk/driving-eyesight-rules> - Standards of vision for driving
- 17.9. Appropriate insurance cover - <http://www.confused.com/car-insurance/articles/what-are-the-car-insurance-classes-of-use>
- 17.10. <https://www.gov.uk/government/publications/how-to-share-your-driving-licence-information> - For more information regarding the replacement of the counterpart section of the driving licence see appendix 3, The DVLA Share Driving Licence Service Q&A



**Transport Services
APPLICATION FORM – Driver Registration**

Name: **Date of Birth:**

Work Base:

Home Address:

.....

Post Code **Contact No:**

Driver' Licence Number:

Year Licence obtained: **Have you any driving convictions? YES / NO**

If yes, enter details below;

Code	Offence	Points	Date	Period

Please include a photo copy of your Photo Card Licence with this form.

We will arrange a convenient date and time for your assessment at which time you will be required to bring your Photo Card Licence and a copy of your Driving Licence summary sheet with an Active Check Code. This can be obtained by visiting Gov.uk website. <https://www.gov.uk/view-driving-licence>. If you fail to produce the documents with the check code as required or we are unable to view the online Driver licence summary sheet then the assessment will be cancelled but will still be charged for.

The assessment will also include a basic eyesight check in line with DVLA requirements

There is a cost for registration and for the driver assessment of £30.00p. Please provide a financial code for this cost and the name of the budget holder.

FINANCE CODE 01/- - - -/- - - - - / 0000

Name of Budget holder

This form must be authorised by the appropriate line / ward manager

Manager Signature Print name:Date:

Applicant Signature Print name:Date:

Appendix 2

Driver Registration - Health Declaration

Name;

Have you had or are you suffering from

	Yes	No
Epilepsy		
Diabetes		
Heart Disease / Heart Attack / Heart Surgery		
Angina / Chest Pains / Palpitations / or any investigations for any of these		
Hypertension (Blood Pressure)		
Dizziness / Vertigo / Fainting / Blackouts		
Eye Defects / Disease or Injury		
Stroke / Unexpected loss of consciousness in the past Five years		
Recent Severe Head Injury		
Parkinson's Disease / Multiple Sclerosis		
Other Neurological Disorders		
Psychiatric illness		
Mental Disorders		
Hearing Difficulty		
Neck / Knee / Back Problems		
Any Artificial Limbs		
Do You Drink Alcohol If yes how much per week		
Are you at present receiving Medication / Treatment from your GP / Hospital		
Have you any other illness / Surgery / Disabilities not mentioned which would affect your ability to drive		
Have you ever been found Medically unfit for any type of driving		

If you answered YES to any of the above questions please give brief details including all relevant dates below

Declaration

To the best of my Knowledge I declare that I have answered the above questions truthfully

Signed;

Date;

Appendix 3

The DVLA Share Driving Licence service Q&A

DVLA Share Driving Licence online service replaces counterpart and guarantees instant, 24 hour, access to important information.

What Is The Purpose Of Share Driving Licence?

The DVLA Share Driving Licence service has been launched to replace the paper-based counterpart and guarantee instant, twenty-four hour, access to a range of information. Its purpose is to enable you to confirm facts that relate to your licence online. Information can also be shared with (say) a car hire firm or employer that needs to confirm your entitlement to drive. Such parties previously relied on the counterpart. The photo card element of a licence remains valid but is only a summary and proof of identity.

What Can Share Driving Licence Do For Me?

The Share Driving Licence service categorises information via a series of tabs. The “your details” tab contains basic facts such as the type of licence, its date of issue and when it expires. Confirmation of name, address and date of birth can be found here too. The “vehicles you can drive” tab – via categories such as B1, K and L – highlights the classes of vehicle the licence relates to. It differentiates between your full and provisional entitlements. The “penalties and disqualifications” tab confirms you have (say) three penalty points but have not been disqualified.

The “share your licence information” tab enables you to reveal facts to a vehicle hire firm or employer of your choice. Simply click the “create a code” button. As the name suggests, this generates a reference that – along with the last eight digits of your licence number - provides one time access to your information. **The service also allows you to print a summary that can be presented to the interested party that incorporates the reference code.**

How Can I Access Share Driving Licence?

The Share Driving Licence service can be accessed online via <https://www.gov.uk/view-driving-licence>. Connect courtesy of your driving licence number, national insurance number, and postcode.

Is Share Driving Licence Safe?

The service only provides you with access to your information, plus those in receipt of a reference code. It also operates via a server that is well protected so there is only a minimal risk of hacker access. No computer is completely secure, however. Furthermore, it is important to keep your licence and national insurance number safe to prevent an authorised party logging-in using your identity.

Why Has Share Driving Licence Replaced The Counterpart?

A Red Tape Challenge consultation on road transportation inspired the counterpart's abolition and the birth of the new, online, service. The purpose is to simplify and minimise the regulations that – according to the government and in a broader context than motoring - have “piled up and up” and “hurt business”. Cutting red tape might also reduce government expenditure. The challenge aligns with a DVLA plan that includes commitments to simplify its service

Appendix 4



Transport Services
Shepcote Trading Centre
Shepcote Lane
SHEFFIELD
S9.1US

DRIVER VEHICLE CHECKS

Before commencing duties, where a vehicle is to be used on Trust business, it is important the following checks are carried out. The driver should ensure the completions of checks are documented for record.

DAILY SAFETY CHECK

WEEK COMMENCING.....

VEHICLE REGISTRATION.....

Item	Sun.	Mon.	Tues.	Wed.	Thu.	Fri.	Sat.
Windscreen							
Bodywork							
Tyre Condition							
Lights/warning system							
External mirrors							
Foot/Handbrake operation							
Fuel level							
Seat belt condition/operation							
Obvious fluid leaks							
Driver Initials							

WEEKLY

- Clean vehicle external/internal
- Check fire extinguisher/first aid kit
- Check windscreen washer fluid level (Fill as required)
- Check Oil level (If low report to manager)
- Check coolant level(If low report to manager)

Line Managers must ensure that staff has had the relevant instruction to be able to carry out all vehicle checks.

PATIENT TRANSPORT BOOKING FORM	
Date Transport Required:	Patient's Name:
Collection Point:	Patient's Address:
Collection Time:.....	
Transport Destination:	
Appointment Time:	Return Time:.....
PATIENT MOBILITY DETAILS	
Walks unaided..... YES/NO	Walks with Assistance YES/NO
Stands unaided..... YES/NO	Stands with Assistance YES/NO
Confined to Wheelchair..... YES/NO	
Please provide a brief description of patient's disability/needs (e.g., stroke affecting left hand side, allergies etc.)	
What is the patient's approximate weight?	
6 - 8 stones..... <input type="checkbox"/>	8 - 12 stones..... <input type="checkbox"/>
12-14 stones..... <input type="checkbox"/>	14+ stones..... <input type="checkbox"/>
Is the patient dependant/unable to walk?..... YES/NO	
Flats: <input type="checkbox"/> What Floor:	Houses: <input type="checkbox"/>
Is there:	Are there:
A Lift..... YES/NO	Handrails..... YES/NO
Steps YES/NO	Steps YES/NO
How many	How many?.....
A long walk to the roadside..... YES/NO	A long walk to the roadside..... YES/NO
Special Requirements:	Category of Transport:
Transport Authorised by:	Contact Telephone No: Fax No
Please return this form to: Transport Services, Shepcote Lane, Sheffield S9 1US Tel: 226 1703 - Fax: 226 1704 - email transport.services@shsc.nhs.uk or SHSC.Transport@nhs.net	

- 1 Walks with 1 escort
- 2 Walks with 2 escorts
- 3 Travels in own wheelchair

- MOBILITY CODES**
- 4 Requires stair climber from house to vehicle - can make own way into vehicle
 - 5 Requires stair climber from house into vehicle - transfer onto seat
 - 6 Can travel in seat, but needs to bring own wheelchair

Supplementary Section A - Stage One Equality Impact Assessment Form

Please refer back to section 6.5 for additional information

1. Have you identified any areas where implementation of this policy would impact upon any of the categories below? If so, please give details of the evidence you have for this?

Grounds / Area of impact	People / Issues to consider	Type of impact		Description of impact and reason / evidence
		Negative (it could disadvantage)	Positive (it could advantage)	
Race	People from various racial groups (e.g. contained within the census)	N	N	
Gender	Male, Female or transsexual/transgender. Also consider caring, parenting responsibilities, flexible working and equal pay concerns	N	Y	We have male and female driving assessors available to ensure drivers undertaking the assessment and feedback sessions feel comfortable with their assessor.
Disability	The Equality Act defines disability as 'a physical or mental impairment which has a substantial and long-term effect on a persons ability to carry out normal day-to-day activities'. This includes sensory impairment. Disabilities may be visible or non visible	Y	N	The Trust does not have vehicles specifically adapted for physically disabled drivers
Sexual Orientation	Lesbians, gay men, people who are bisexual	N	N	
Age	Children, young , old and middle aged people	N	N	
Religion or belief	People who have religious belief, are atheist or agnostic or have a philosophical belief that affects their view of the world. Consider faith categories individually and collectively when considering possible positive and negative impacts.	N	N	

2. If you have identified that there may be a negative impact for any of the groups above please complete questions 2a-2e below.

2a. The negative impact identified is **intended** **OR** 2b. The negative impact identified **not intended**

2c. The negative impact identified is **legal** **OR** 2d. The negative impact identified is **illegal** **OR (see 2e)**
(i.e. does it breach antidiscrimination legislation either directly or indirectly?)

2e. I **don't know** whether the negative impact identified is legal or not
(If unsure you must take legal advice to ascertain the legality of the policy)

3. What is the level of impact?

- HIGH - Complete a **FULL** Impact Assessment (see end of this form for details of how to do this)
- MEDIUM - Complete a **FULL** Impact Assessment (see end of this form for details of how to do this)
- LOW - Consider questions 4-6 below

4. Can any low level negative impacts be removed (if so, give details of which ones and how)

No - The Trust does not have any vehicles adapted for disabled drivers

5. If you have not identified any negative impacts, can any of the positive impacts be improved? (if so, give details of which ones and how)

6. If there is no evidence that the policy promotes equality and equal opportunity or improves relations with any of the above groups, could the policy be developed or changed so that it does?

7. Having considered the assessment, is any specific action required - Please outline this using the pro forma action plan below

(The lead for the policy is responsible for putting mechanisms in place to ensure that the proposed action is undertaken)

Issue	Action proposed	Lead	Deadline

8. Lead person Declaration:

8a. Stage One assessment completed by : ...David Emblen ...(name)D Emblen.....(signature) 14/01/2015 (date)

8b. Stage One assessment form received by Patient experience and Equality Team(date)

8c. Stage One assessment outcome agreed (sign here)..... (Head of Patient Experience and Equality)

OR (date agreed)

8d. Stage One assessment outcome need review (sign here)..... (Head of Patient Experience and Equality)
..... (date returned to policy lead for amendment)

(if review required – please give details in text box below)

If a full EQIA is required the stage 1 assessment form should be retained and a completed EQIA report submitted to the relevant governance group for agreement by the chair. The chair will forward the completed reports to the Patient Experience and Equality team for publication.

Any questions relating to the completion of this form should be directed to the Head of Patient Experience and Equality.

Supplementary Section B - Human Rights Act Assessment Form and Flowchart

You need to be confident that no aspect of this policy breaches a persons Human Rights. You can assume that if a policy is directly based on a law or national policy it will not therefore breach Human Rights.

If the policy or any procedures in the policy, are based on a local decision which impact on individuals, then you will need to make sure their human rights are not breached. To do this, you will need to refer to the more detailed guidance that is available on the SHSC web site <http://www.sct.nhs.uk/humanrights-273.asp> (relevant sections numbers are referenced in grey boxes on diagram) and work through the flow chart on the next page.

1. Is your policy based on and in line with the current law (including case law) or policy?

Yes. No further action needed.

No. Work through the flow diagram over the page and then answer questions 2 and 3 below.

2. On completion of flow diagram – is further action needed?

No, no further action needed.

Yes, go to question 3

3. Complete the table below to provide details of the actions required

Action required	By what date	Responsible Person
N/A		

Human Rights Assessment Flow Chart

Complete text answers in boxes 1.1 – 1.3 and highlight your path through the flowchart by filling the YES/NO boxes red (do this by clicking on the YES/NO text boxes and then from the Format menu on the toolbar, choose 'Format Text Box' and choose red from the Fill colour option).

Once the flowchart is completed, return to the previous page to complete the Human Rights Act Assessment Form.

