

Health & Safety **Working Safely** **Guides**

Travel

TRAVEL SAFELY

Before you go anywhere think about where you are going, are there extra precautions that you need to take? Let supervisor/colleagues know where you are going and when you plan to return and if there are changes to your plans. Use locally agreed arrangements e.g. whiteboard, signing in and out book, electronic calendar.

Record the telephone number of someone to contact In Case of Emergency under ICE in your mobile phone as the emergency services may check this in the event of an accident/incident.

On foot -

- Know your route
- Keep to busy, well-lit pavements
- Avoid poorly lit underpasses or short cuts
- Walk in the middle of pavements facing on-coming traffic
- If you think you are being followed, change direction or cross the road then head for a place of safety where other people are about and call for assistance
- Wear comfortable shoes
- Don't use your mobile while you walk
- Look confident and be alert to your surroundings
- Carry a personal alarm and have ready to use, it may give you a few seconds to cause a distraction to an assailant, don't rely on it to alert help
- Hide valuables and mobile phone, don't carry too much money and keep cheque book and credit cards separate. If possible, secure in an inside pocket or wear a bag across the body with fastening innermost
- Carry a torch if you are likely to be out during the evening

Bicycle –

- Ensure you feel fully fit to cycle
- Keep your cycle and lights in good working order
- Make sure you can see and be seen
- Wear bright clothing or fluorescent strips
- Have mirrors and a loud bell or piercing horn

Motorbike –

- Ensure you feel fully fit to ride
- Ensure your bike is roadworthy and has current tax, MOT and insurance for business use. Ensure there is sufficient fuel for journey
- Consider joining a breakdown organisation and check ID when they respond to a call
- If you are unsure of location of destination, take directions with you e.g. AA, Route finder etc.
- Ensure you have means to make telephone call e.g. fully charged mobile phone, phone card
- Ensure items are stored safely using a top box, tank bag, backpack or secured panniers

- Park in a safe place as close to destination as possible
- Don't leave valuables on the bike
- Only take pillion if insured to do so and instruct them how to sit safely and comfortably
- Wear appropriate clothing e.g. approved helmet; trousers and jackets to suit weather conditions
- Consider riding with daytime running lights
- If weather becomes inclement, stop at nearest sheltered area and wait for safer riding conditions. Telephone contact to advise may be late for appointment if necessary
- Carry items with you to clean visor/goggles

Taxi -

- Only use a reputable licensed taxi company and if possible arrange a local contract
- When you book, ask for the driver's name and type of vehicle being used
- Note the driver's badge number and report any problems to taxi company
- In conversation with the driver, do not give out personal information
- If you feel uneasy, ask to stop at a familiar or busy place and get out
- Have your money ready when you arrive at your destination
- Only hail a licensed black cab or taxi with an illuminated taxi sign on the roof – no mini cabs are allowed to operate in this way
- If in doubt, don't get in
- If arriving home, have keys ready before you reach the door

Bus -

- Check timetable is up to date before you set off
- At night use a bus stop in a busy, well-lit area wherever possible and select your stop
- Be aware of other passengers who alight at your stop
- Have your ticket or small amount to pay fare ready, don't take out your purse or wallet unnecessarily
- If possible, sit near the driver or groups of people if you feel safer
- Make a note of where the emergency alarms are placed
- When you reach your destination, look confident

Train –

- Plan your journey, so that you don't have to stand on the platform for too long
- Make sure you have change or a phone card to make a call if the train is delayed
- Have fare ready to save getting out purse/wallet
- Sit in a compartment where there are lots of people
- Avoid travelling in compartments with no access corridor
- Keep belongings close to you
- If you feel uneasy get off at the next stop and change to another carriage near the driver or buffet car if there is one
- Have sufficient money to use a taxi if the train is late and no bus is available
- Avoid falling asleep

Car –

- Ensure that you feel fully fit to drive
- Ensure your vehicle is roadworthy and has current tax, MOT and insurance for business use. Ensure that you have sufficient fuel for the journey.
- Consider joining a breakdown organisation, check ID when they respond to a call
- Keep a map or A to Z in the car to avoid having to ask for directions
- Keep an emergency kit in the car e.g. torch, bottle of water, energy bar, blanket and red warning triangle
- Let someone know your journey and expected time of arrival and what action to take if you don't call or arrive at your destination
- Carry change or phone card. If you have a mobile, don't use it while driving and even if you have a hands-free kit, be aware that you could be distracted by a call and you may still be prosecuted in the event of causing an accident (refer to the Mobile Phone policy). Ensure your mobile is fully charged and has sufficient credit. Consider purchasing an in-car charger
- Keep valuables out of sight or locked in the boot
- Don't leave bags/laptops on passenger seat while driving or parked
- In stop/start traffic, when parked and when driving after dark keep doors locked and windows closed as far as possible. Lock your car even if you leave it for a minute or while you pay for petrol
- Park the car as close as possible to the property you are visiting, using the carpark if possible. Park in a well-lit area and always park in the direction you intend leaving i.e. do not park facing into a cul de sac
- When parking in daylight, consider what the area will be like after dark, particularly on open sites and multi-storey carparks. Make a note of floor or colour code where vehicle is parked. Consider how far you have to walk to exit or re-enter the carpark
- Reverse into spaces to make exiting easier and quicker
- Do not park illegally and have small change available in pocket to use for parking meter
- Ensure the vehicle is locked and you leave no valuables in view
- When you return to your vehicle, check your surroundings, always have your keys available and check that no-one is hiding in or next to the car
- If someone tries to flag you down, consider whether it's genuine as it may be safer to drive to a safe place and call for assistance. If you experience harassment, do not stop but keep driving until you reach a busy well-lit area or a police station. If you cannot avoid stopping, make sure all the doors are locked and windows closed. Do not turn off the engine and be ready to drive off as soon as you can. Take a note of the make, model, colour and registration number of the vehicle and write them down afterwards, together with where the incident took place
- If someone follows you, do not lead them to your home, but drive to a police station, petrol station or 24hours store or other place of safety where you can ask for assistance
- If you are stopped by someone claiming to be a police officer, but you are suspicious, offer to drive to the nearest police station. A genuine police officer should not object to this

Carrying passengers –

- Don't accept or give lifts to people you don't know
- Ensure passengers wear seatbelts
- Children should be secured in a child safety seat, secured in line with manufacturer's instructions
- If carrying an escort and a customer, ensure the escort sits in the back of the vehicle
- Consider the mobility of passengers and don't use spaces marked for disabled people unless you have a blue parking badge
- If escorting children, ensure car is parked safely and they don't get out of the car without assistance and supervision/appraisal. Don't leave them unattended in vehicle.
- Ensure passengers are escorted safely across the road to and from the vehicle and always walk in the middle of pavements facing on-coming traffic

Vehicle breakdown -

- Turn on your hazard warning lights
- Be aware of other traffic and if necessary use the passenger door
- If you break down not on the motorway, assess your location and whether it's safer to stay with the vehicle or walk to a place of safety
- If you break down on a motorway, park on the hard shoulder
- Lock the car, note its location by the number on the nearest (blue/red) guide post and go to the nearest telephone box to call for assistance
- If you have a warning triangle, place it one hundred metres behind your car
- Emergency telephones are available on motorways, with arrows on roadside bollards showing the direction of the nearest telephone, which will always be a maximum of half a mile
- On lifting the receiver contact with the police is automatic together with the logging of the call and the call box location. Have your breakdown organisation card and registration number ready
- If you are a woman alone, tell the control room
- Do not walk on the highway, never cross the carriageway to reach a closer telephone and never reverse to a telephone
- On returning to the car, lock all doors except the passenger door and wait on the nearby embankment. If this isn't possible sit in the passenger seat
- If someone stops, get back into the car, lock the door and wind down the window a little way. Check the ID of person from breakdown organisation

Road traffic accident –

- If you are involved in a road traffic accident, you are legally obliged to stop and exchange insurance details with any other driver and passengers involved in the accident
- Take details of any witnesses' names and addresses
- Take details of any injuries, however minor, to any of the parties involved and inform the police as soon as is practicable or within 24 hours
- Report road traffic accidents on WCC Accident/Incident Reporting System